

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, April 12, 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 April 2016 Vouchers in the amount of **\$256,037.11**

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

**February 2016 Financial Statement and Executive Director Report
Port Office Three-Year Lease Renewal**

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- Harbormaster Report
- Review and Update of Harbor Regulations & Fee Schedule

Outside Mooring/Anchor Lines Project

Port Operations

Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Market Study

Clinton Dock

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

Langley Chamber of Commerce Application for Funds

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

April 12, 2016

Langley, Washington

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), 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, April 12, 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 Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2016 as signed today in the amount of \$256,037.11. The Motion passed unanimously.

PUBLIC COMMENT:

Sieb Jurriaans had an issue regarding parking at the South Whidbey Harbor. He complained that when he launches his boat, the trailer parking spaces are filled with cars. He suggested policing and ticketing those in violation.

Melanie Hill & Marta Berry (Whidbey Western Games Association) expressed concern regarding the newly implemented \$10 fee for front row parking during horse events. Hill explained it was very difficult for the organizers to police that area and collect the fees. They are interested in learning how the Port plans to handle that and other issues related to similar events going forward.

FINANCIAL UPDATE

February 2016 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the February 2016 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$31,000 in tax, operating and grant revenue and incurred \$80,000 in operating and capital expenses during February 2016. Ending cash balance at 2/28/16 was \$496,000. Mozer also provided cash flow projections that included preliminary numbers through the end of 2017.

Mozer negotiated a new lease for the Port's business office in Freeland with the landlord (China City Properties, LLC) with a rent increase of 5%. If approved, the rent payment for the next 3 years will increase from \$1,365 to \$1,433 per month.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the 3-year lease with China City Properties, LLC in the amount of \$1,433 per month effective June 1, 2016 through May 31, 2019. The Motion passed unanimously.

Per the recommendation of the State Auditor's Office, Mozer had drafted a "Port Purchasing Policies and Procedures" document for the Commission to review. Gordon suggested checking with Washington Public Ports Association (WPPA) regarding the spending limits of big ports vs. small ports. Halloran suggested asking the State Auditor to review the draft. Mozer said she would do so and the Board agreed to wait to formally approve it until both the Auditor and the Port Attorney have reviewed the document.

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- **Harbormaster Report:** Harbormaster Duncan McPhee was on hand to provide his monthly report. The recent construction project was completed, and Harbor staff installed the handrail on the stop log wall. Clipper Vacations cancelled its whale watch trips in Puget Sound this spring; McPhee will continue to work with the company and other big boat operators for future visits. There have been problems with vandalism and other activities around the Harbor's restroom facilities. The restrooms are now locked (code needed to access) during non-public hours (dusk until 9 a.m.), and a portable toilet is now at the Harbor year round to help reduce such activity and bolster capacity during the busy season. Per Halloran's suggestion, McPhee agreed to look into logistics and costs for additional security camera options for the restroom facilities.
- **Review and Update of Harbor Regulations & Fee Schedule:** The current annual fee for dinghy storage is \$101.56 per year (\$90 rental fee plus \$11.56 leasehold tax). The Port is not required to collect leasehold tax on rents less than \$250 per year, so McPhee recommended adjusting the annual rate to \$100. The Commission approved the change. **There were no other rate changes.**

The South Whidbey Harbor Regulations were last updated in September 2013. After review, McPhee & Mozer had drafted some revisions and provided the draft to the Commission for review and approval. The most significant revisions were related to Line K: Commercial Use and Line L: Crabbing and Fishing. The updated sections are as follows:

K. Commercial Use:

Harbor users interested in conducting commercial activities on Port premises at the Harbor shall follow the "Commercial Use of Port of South Whidbey Property, South Whidbey Harbor at Langley" policy (attached), and shall present such requests in writing to the Harbormaster.

L. Crabbing and Fishing:

1. Crabbing and Fishing is prohibited from "A," "B," "C," and "M" Docks.
2. Crabbing and Fishing is allowed from the wharf except where specifically prohibited.
3. Rod & Reel Fishing is prohibited from "D" and "E" Docks.
4. Crabbing is allowed on "D" and "E" Docks according to the following:
 - a. There are a limited number of designated spaces on "D" and "E" Docks for crabbing.
 - b. A "crabbing week" is defined as Thursday through Monday during the Summer and Thursday through Wednesday during the Winter (or as designated by the Washington Department of Fish & Wildlife).
 - c. Each space is available to an individual for recreational crabbing for the period of 1 crabbing week, for a maximum of two crabbing weeks per 30 days.
 - d. Spaces will be awarded on a first come first served basis. Each person, upon providing required information to the Harbormaster or Harbor Staff, will be provided a space and will be given a tag for their gear so it can be identified. Each space will have a small waste receptacle located at their space so that they may easily keep their area clean.
 - e. A maximum of two crab pots may be used within each space at any time.

Both Gordon and Halloran had reviewed the draft and agreed that other than those two sections, the changes were quite minor.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve all changes to the South Whidbey Harbor Regulations as presented. The Motion passed unanimously.

Outside Mooring/Anchor Lines Project: Pacific Pile & Marine (PP&M) wrapped up on March 18th and submitted an invoice of \$180,530.66 for the entire project. A total of \$172,226.58 (total invoice less retainage of \$8,304.08) was included in the vouchers approved earlier in the meeting. Mozer reported PP&M has reached substantial completion with just a couple of punch list items remaining, the most notable one is that the design dictates that the HDPE sleeves on the anchor lines be fastened in place, but the Port's dive inspection showed that some of the straps used for fastening broke. She has requested PP&M come back and repair those. Collins Engineering provided a report; everything looks good. Shannon Kinsella of Reid Middleton was present for the tensioning of the anchor lines and all are within the ranges and the cleats are "very pretty."

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. Kisch continued to clear brush and trees at Humphrey Road and repaired the split rail fence. The Clinton floating dock was damaged from the winter storms; the gangway has been raised/taken out of service and the floating dock is closed. The Fair Association had a priority request to reduce a section of bleachers in order to solve a clearance/access issue on the road behind them. Port Staff were able to remove the section and drill and refit the supporting frame for the chain link fence that keeps people from falling off the back side.

Clinton Dock: The dock sustained major damage during the winter storms of 2015/2016 and it is currently closed due to structural damage making it unsafe. Mozer had provided the Commission with a draft Request for Letter of Interest with Qualifications for structural engineering services for the Clinton Dock Assessment.

ACTION: A Motion was made by Gordon and seconded by Halloran to authorize Mozer to move forward with advertisement of the Request for Letter of Interest with Qualifications to perform the Clinton Dock Assessment. The Motion passed unanimously.

Mukilteo Parking: Gordon met with the owners of the lot currently leased to Washington State Ferries (the second half of the current Mukilteo ferry loading lot that was formerly the Buzz Inn). They are considering building a paid parking facility there via a public/private partnership, but only after the multi-modal terminal is built. The Tulalip tribal council is okay with including the temporary use of their tank farm property as part of the joint parking study (with no firm commitments) and asked if the Port would provide a mock up drawing of it.

ACTION: A Motion was made by Gordon and seconded by Halloran to have Mozer draft a Request for Qualifications to hire a small scope engineer to provide a mock up for parking at the tank farm. The Motion passed unanimously.

Clinton Market Study: Gordon recapped the meeting held on March 22nd at the Clinton Community Hall with representatives from the Port, Beckwith Consulting Group, Washington State Department of Transportation, Washington State Ferries and Island Transit regarding the feasibility of the traffic concept presented by Beckwith. He explained that the outcome was "yes, it is feasible but you need money."

Gordon noted that Terminal Engineering Director Nicole McIntosh was open to considering the idea of weekend queuing at the Clinton Park & Ride similar to the ferry lot at Friday Harbor. At the Port's Special Meeting on April 4th, the Port met with both Beckwith and Mike Mariano (Mariano & Associates), Mariano said that concept may be a way to help find funding as a pilot project.

Island County Fairgrounds: The Port's lease with Island County ended March 31st. On March 24th, the Port Commissioners attended the Work Session of the Board of Island County Commissioners (BOICC) to discuss the Fairgrounds. Mozer explained the Port's goal was to obtain the BOICC's unanimous support of the Port's Fairgrounds management and project plan. That plan includes a property transfer that must be voted on by the people of South Whidbey and an associated levy lift of \$0.05 per thousand dollars of assessed value to financially support that plan. During the Work Session, the BOICC indicated they would like to have additional terms attached to the property transfer. Two weeks ago, Mozer requested the BOICC provide those terms to the Port by Friday, April 15th. She has not had a reply to date. Halloran added that the Port had extended the lease by two months in order to allow time for Island County to work through the details.

Regarding the concern raised that the Port would charge the Fair Association \$40,000 per year, Gordon clarified that he personally has no intention of doing so. The Port's current lease terms with the Fair Association (requiring small percentage of net profit over \$10,000) would be used as a model for future leases. The Port wants the Fair Association to concentrate on the Fair, and when they make money they should put it back into the Fair. Additionally, 4-H helped build, remodel and maintain many of the buildings at the Fairgrounds. Island County used to fund some of the 4-H program through the Washington State University Extension, but they don't any more. Gordon would like to suggest the Port ensures there is always a practical, affordable place for 4-H activities. Finally, although a vote of the residents of South Whidbey is not legally required for Island County to transfer of the Fairgrounds property, the Port wants the vote. He would like to include a permanent condition that if the Port ever wants to divest itself of the property, it would have to be approved by the same South Whidbey voters. Halloran agreed with Gordon on all three of those ideas.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: No update.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Rural County Economic Development Funds (RCEDF) applications are due April 30th. The COG discussed the need for Workforce Housing, noting that a shortage of rental housing is coming.

ITPO: Island Transportation Planning Organization (ITPO): Legislation was just passed reducing the size requirements so Island County will be able to be a Regional TPO again.

WPPA: All three Port Commissioners plan to attend the Spring Meeting scheduled for May 11th-13th in Stevenson, which conflicts with the Port's Regular Meeting scheduled for May 10th. The Commission agreed to adjourn the Regular Meeting to May 17th at 6:30 p.m. and to hold a Special Meeting the morning of May 10th to approve vouchers.

CCC: The CCC met again with Leonard Smith of Washington State Ferries Operations Design regarding the "kiss & ride" area. There is \$600,000 in the State's transportation budget to improve the drop off site, and there will likely be two or three suggestions on how to do it within the next month.

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

Langley: Bob Frause provided an excellent presentation on the Ethics Training Board.

MRC: Halloran attended the All Day Retreat with 30 other individuals last month. The group discussed the urgent issues caused by derelict crab gear in Puget Sound – how to remove it and how to keep it from being replaced. Some 25,000 crab pots go into the Sound each year, and most of it is due to the lack of education, common sense and good practices by recreational crabbers. The Northwest Straits Commission (NWSC) and the Department of Fish & Wildlife are partnering to address the issue. At the Retreat, the MRC set goals for next year for the expected \$70,000 in funding it will receive from the NWSC.

Ng: Economic Development Council (EDC): Absent; no report.

OLD BUSINESS

Langley Chamber of Commerce Application for Funds: Mozer met with Michaleen McGarry (Executive Director, Langley Chamber of Commerce) earlier in the day to discuss their Application for Funds submitted in March requesting \$1,000 for updating five kiosks and \$5,000 for an archway entry to the wharf at South Whidbey Harbor. The Commission asked Mozer for a recommendation as to what the Port would be able to fund in the budget. She reported that there isn't any room in the Harbor's Operations budget this year for any type of improvement as outlined in the Application. However, there is approximately \$700 remaining in the \$20,000 Sponsorship budget so the \$1,000 for the kiosks could be funded from that line item. Mozer left the discussion of the \$5,000 request for the archway up to the Commission. Gordon explained that because the archway is actually an improvement to the South Whidbey Harbor, he believed it shouldn't compete with other organizations submitting grant applications for the Tourism/Economic Development Sponsorships.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the Langley Chamber of Commerce's request of \$1,000 for updating the business directory in the City of Langley's five kiosks. The Motion passed unanimously.

Halloran noted that the other organizations submitted applications for funds for events/projects that have been planned well in advance, and most are returning requests from prior years. The Chamber's request of \$6,000 was not anticipated. He thinks everyone is in agreement that an archway entry at the South Whidbey Harbor is desirable, but the Port and the Chamber need to work on developing a clearer vision of the archway and identifying the goal to be met. Gordon suggested the Chamber could work with McPhee and Mozer and plug it into the 2017 budget. Halloran agreed and reiterated the need for more information.

NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 8:20 p.m.

Approved:

Minutes reviewed by:

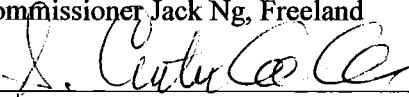


Commissioner Ed Halloran, Langley



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.