

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, June 14, 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 – June 2016 Vouchers in the amount of **\$62,295.03**

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

April 2016 Financial Statement and Executive Director Report

ISLAND TRANSIT UPDATE

Executive Director Michael Nortier

EXECUTIVE SESSION – Real Estate Matters (duration approximately 20 minutes)

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- Harbormaster Report

Port Operations

Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Market Study

Clinton Dock

Island County Fairgrounds

- Operations Update
- Water Tender from SW Fire/EMS District – MOU
- Resolution No. 16-05: Fairgrounds Support

Possession Beach Waterfront Park

Boat Ramp Renovation Project

EXECUTIVE SESSION – Performance of a Port Employee (duration approximately 15 minutes)

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

June 14, 2016

Langley, Washington

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), Duncan McPhee (Harbormaster), Pat Kisch (Maintenance & Operations Supervisor), David Schaal (Fairgrounds Maintenance), Roxy Taylor (Fairgrounds Property Manager) and Jan-Marc Jouas (Acting Executive Director during Mozer's maternity leave)

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, June 14, 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 June 2016 as signed today in the amount of \$62,295.03. The Motion passed unanimously.

PUBLIC COMMENT:

Mike Geddis of Clinton shared his concerns regarding crabbing activity and parking issues at Clinton Beach. He proposed not allowing any crabbing on the walkway out to the pier since it is hard for the public to get past all the crabbers & their gear. Geddis would also appreciate it if the Port limited crabbing to the hours between dawn and dusk. He said there are not enough parking spaces at the Park for all the crabbers on the pier.

Mel Trenor of Island Beach Access (IBA) provided an update of the group's activities. He explained that IBA has worked hard to preserve & protect public beach access on Whidbey Island. It is becoming more & more apparent that public beach access is just one part of the issues they face – another is beach accessibility for the mobility impaired. The group believes providing such access would provide an economic benefit and meet a moral responsibility. IBA had previously sent the Port Commissioners and Island County Commissioners a video explaining the issue and the group plan to head in that direction next.

FINANCIAL UPDATE

April 2016 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the April 2016 Financial Statement which was distributed to them previously.

ISLAND TRANSIT UPDATE: Michael Nortier was hired as Executive Director for Island Transit six weeks earlier and was on hand to provide an update on the agency's activities. After the turmoil and

financial difficulties realized in 2014, Island Transit's new leadership and management throughout the organization has done a pretty good job of recovering financially. It has gone from having very little money in the bank back in 2014, to having 2-3 months of operating reserves today. As Executive Director, his principal interest is restoring the public's trust and confidence in Island Transit. As part of the strategic planning process, staff is identifying the organization's goals. The first thing they will look at is the level of services provided. In the past, Island Transit provided different routes, more frequency, and Saturday bus service. In addition to services within Island County, Island Transit currently has tri-county connectors/commuter runs: 1) Oak Harbor Station to March's Point Station in Anacortes where it connects with Skagit Transit, 2) Camano Island to Skagit Station, and (starting next week) 3) Camano to Everett Station. All three of those are established and fully funded by the State of Washington through June 2017. Island Transit will look closely at routes, ridership and community feedback as to what services are needed. Island Transit operates 61 buses on Whidbey and Camano Islands, and has a \$12M annual budget. County connectors account for about 10% of the ridership: According to data from Island County Economic Development Council, approximately 4,000 people commute to Island County from another county, 9,000 live and work in Island County and 19,000 live here & commute off-island.

The organization provides 3 types of service: 1) fixed route bus transit, 2) paratransit/ADA-compliant services (moving 60K people per year; accounts for 25% of total budget) and 3) vanpool services (approximately 100 vans) for commuters. His presentation concluded at 6:55 p.m., and the Commission thanked him.

EXECUTIVE SESSION: As announced on the Agenda, the Commission recessed into Executive Session at 6:58 p.m. for an expected duration of 20 minutes to discuss real estate matters. The Commission came out of Executive Session and returned to the regular public meeting at 7:15 p.m.

Gordon explained that Wharf Street Holding Company LLC (WSHC) purchased the triangular piece of property at the bottom of Wharf Street a few years ago, with the intention of developing it with condominiums, etc. That development did not occur, and WSHC member Brian Stowell offered the property for sale to the Port and the City of Langley. The Port has been in negotiations with the Stowell regarding the purchase price and terms, and the seller has drafted a Purchase & Sale Agreement for \$170,000 and a Promissory Note for \$1,000 as earnest money. Gordon explained that if approved, the funding from the purchase would not come out of the Port's general fund; it would be funded by an LTGO (Limited Tax Obligation Bond) over ten years.

ACTION: A Motion was made by Gordon and seconded by Ng to accept the purchase price of \$170,000 for the property located at 203 Wharf Street, accept the terms as outlined in the Purchase and Sale Agreement, and approve the Promissory Note of \$1,000 as submitted.

Gordon noted that one of the problems in terms of the Port's further expansion of the South Whidbey Harbor is the City of Langley's requirement to provide additional parking. The InterLocal Agreement (ILA) between the Port and the City includes a commitment from the City to help the Port with parking and has made several efforts but has not been able to do so. The purchase of this property would help with the parking issue and would be a wise investment for future expansion of the Harbor.

Halloran called for a vote, and the Motion passed unanimously.

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- Harbormaster Report: Harbormaster Duncan McPhee was on hand to provide his monthly report. Seasonal employees (dock attendants) have been hired, and the Port will once again rent a golf cart for the

months of July and August for the Harbor. Public hours for the restrooms have been extended. Registration for crabbing on D & E docks was completed with all 8 spots reserved by the end of May with strong support from the people signing up. He explained that people can sign up for 2 weeks in a 30-day period. Gordon pointed out that crabbing & fishing has always been open from the pier (when D and E docks didn't even exist) and continues to be open. Therefore, the Port has actually *added* rather than taken away any crabbing, and this policy just limits the amount of the crabbing activity on the new moorage docks. DockStock 2016 is in the works, and McPhee is contacting Clipper Vacations, Hat Island Express and Argosy Cruises regarding use of the outside mooring on D & E docks.

New Staff: Halloran introduced Roxy Taylor as the Port's newly hired Fairgrounds Property Manager and Jan-Marc Jouas who will serve as Acting Executive Director during Mozer's upcoming maternity leave.

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. The horticultural grade vinegar is working well on vegetation control, especially at the Fairgrounds in areas that are hard to reach with a weed-eater (under the bleachers, near the foundations, etc.). He is seeking a contractor to provide a "landscape makeover" for Clinton Beach, and he has plans to paint a stripe on the walkway out to the pier. Crabbers and their gear will be restricted to the inner 1/3 of the walkway with the remaining 2/3 left open for public access to and from the pier.

Mukilteo Parking: Gordon noted that one of the options for parking in Mukilteo is using Paine Field. The biggest problem with that location is getting Community Transit to bring people back down to the ferry. He's waiting to hear more from the City of Mukilteo's Community Development Director with a study update.

Clinton Market Study: After the Port's Special Meeting with consultants Tom Beckwith (Beckwith Consulting Group) and Mike Mariano (Mariano & Associates), Gordon met with Island County Commissioner Helen Price Johnson, who said the County would be interested in trying to initiate the Complete Streets Program. The Port hopes to schedule a workshop with a larger group of Clinton property owners soon.

Clinton Dock: During the Special Meeting of June 7th, the Commission voted unanimously to select Moffatt & Nichol (M&N) to perform the Clinton Dock Assessment project. M&N subsequently provided their proposal for the project, including the scope of work required to inspect, assess, and provide rehabilitation options for the storm-damaged Clinton Dock. The proposed base task fee is (not to exceed) \$19,884.

A Motion was made by Gordon and seconded by Ng to approve Moffatt & Nichol's proposal as submitted to perform the Clinton Dock Assessment project for the not to exceed amount of \$19,884. The Motion passed unanimously.

Island County Fairgrounds: Halloran said the previous night's Work Session with members from the Fair Association, 4-H, and WWGA was very successful. Mozer explained the next step in the election process is to hold Open Houses regarding the ballot measure. The Commission agreed to hold the Open Houses at 6:30 p.m. on Wed., June 29th and Monday, July 11th.

- Operations Update: No additional update.
- Water Tender from South Whidbey Fire/EMS District (SWF/EMS) – Memorandum of Understanding (MOU): Mozer and Gordon met with Chief Rusty Palmer and Jon Beck and inspected the equipment.

SWF/EMS maintenance requirements (by the Port) were minimal, and Mozer recommended approval of the MOU to transfer the surplus vehicle (water tender) to the Port for use at the Fairgrounds (dust control of arena, etc.).

ACTION: A Motion was made by Gordon and seconded by Ng to approve the Memorandum of Understanding between South Whidbey Fire/EMS and the Port to transfer title of a surplus 1991 Firehorse Tender from SWF/EMS to the Port. The Motion passed unanimously.

• Resolution No. 16-05 - Fairgrounds Support: Gordon read aloud the Resolution to confirm the Port's intention (if the ballot measure is successful and the property is transferred to the Port) to:

- preserve the cultural aspects of the Fairgrounds, including and specifically the annual fair event, the Island County 4-H programs and the structures on the property that have been officially designated as "historical"
- maintain the integrity of the publicly owned nature of the Fairgrounds property
- secure the future use of the property for 4-H programs without placing an insurmountable financial burden on them
- secure the future of an annual agricultural fair by agreeing to the same financial terms of the sublease signed in 2015 (0% of profits from \$0-\$10,000, 15% of profits from \$10,001-\$20,000, and 20% of profits above \$20,000 from the Fair Event)
- resolve that the Fairgrounds property shall not be declared surplus to Port needs, sold, or otherwise conveyed by the Port to another party for private ownership or use except upon prior approval of a majority of those qualified voters voting in an advisory election held within the geographical boundaries of the South Whidbey School District

ACTION: A Motion was made by Gordon and seconded by Ng to approve Resolution No. 16-05 to support the Fairgrounds as presented. The Motion passed unanimously.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Mott MacDonald had presented the 90% design drawings at the Special Meeting on May 24th. Mozer asked if the Commission had any additional comments; there were none.

[The second Executive Session on the Agenda was moved to follow New Business]

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Applications for Rural County Economic Development Funds (RCEDF) were presented. In addition to the Port's \$100K request for the Fairgrounds, Freeland Water & Sewer District requested \$2.7M for the Freeland Sewer Project, Port of Coupeville sought \$25K for the Coupeville Wharf's Fire Suppression System, City of Langley asked for \$576K for creating attractive infrastructure and capabilities while targeting business relocation opportunities, and the City of Oak Harbor requested \$1M for the City's Clean Water Facility. Gordon explained that RCEDF is for capital projects. RCEDF applications for personnel or consultants must go through an Economic Development Office (EDO). Only the Economic Development Councils (EDCs) and Ports can be EDOs. The City of Langley will likely need to have the Port work with them as an EDO to get the RCEDF grant. Gordon said it might work out to tie in other areas of the Port such as Clinton.

Next month's meeting will focus on housing, and the new commander of NAS Whidbey will attend and participate in that discussion along with Island County Housing Authority.

ITPO: Island County will officially go back to being a **Regional** ITPO.

CCC: No report.

WPPA: Halloran and Ng attended the Spring Conference in Stevenson.

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

Langley: There was a “vigorous” discussion on sewers at the recent meeting. Halloran reported considerable progress on the updates to the City’s Sewer Comp Plan.

MRC: On summer schedule; no meeting to report.

Ng: Economic Development Council (EDC): The EDC approved the Island County Poverty & Living Wage Report.

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: As announced on the Agenda, the Commission recessed into Executive Session at 8:24 p.m. for an expected duration of 15 minutes to discuss the performance of a Port employee. The Commission came out of Executive Session and returned to the regular public meeting at 8:41 p.m.

ACTION: A Motion was made by Gordon and seconded by Ng to approve a 5% pay increase for the Executive Director. The Motion passed unanimously.

ADJOURNMENT: The Meeting was adjourned at 8:45 p.m.

Approved:

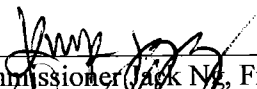
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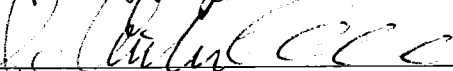
Commissioner Ed Halloran, Langley



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.