

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

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

**Consent Agenda**

Approval of July 2016 Vouchers in the amount of **\$125,864.74** and approval of Minutes from the Regular Meetings of February 9 & March 8 and the Special Meetings of January 21 and March 24, 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**

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

**STATUS REPORTS**

**South Whidbey Harbor**

- Harbor Operations
  - Harbormaster Report
- Wharf Street Property

**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
- Ballot Measure Update

**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

NEW BUSINESS

ADJOURNMENT

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

July 12, 2016

Langley, Washington

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

**Port Staff Present:** Jan-Marc Jouas (Acting 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) **Absent:** Angi Mozer (Executive Director)

**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.

**Approval of Minutes:** Minutes from the Regular Meetings of February 9 & March 8, and the Special Meetings of January 21 and March 24, 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 July 2016 as signed today in the amount of \$125,864.74. The Motion passed unanimously.

### PUBLIC COMMENT:

**Mel Trenor** of Island Beach Access (IBA) provided an update of the group's activities. At the last Port meeting, IBA was tasked with developing programs that could potentially be included in the Port's 2017 budget. The group is pursuing a project that will provide beach accessibility for mobility-challenged individuals. Trenor explained that there are ways to work around driftwood and provide access for wheelchairs, walkers, etc. using heavy duty beach mats that are 5 ft. wide and 40-50' long. He would like to research different Island beaches this summer, and come back in the Fall with a proposal. Gordon encouraged IBA to pick one location as a pilot project, and then Port Staff could potentially pursue an ADA grant for the project. The Commission suggested Clinton Beach, and Trenor agreed.

### FINANCIAL UPDATE

**May 2016 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the May 2016 Financial Statement which was distributed to them previously. Acting Executive Director Jan-Marc Jouas reported the Port received \$102,000 in tax, operating and grant revenue and incurred \$61,000 in operating and capital expenses during May 2016. Ending cash balance at 5/31/16 was \$529,000.

## STATUS REPORTS

### South Whidbey Harbor

- **Harbormaster Report:** Harbormaster Duncan McPhee was on hand to provide his monthly report. He said the Harbor has been very busy. In addition to himself and Assistant Harbormaster Drew Dixon, three part-time Dock Attendants have joined the Staff for the summer. A two-line telephone system has been installed to help improve customer service, and the new crabbing program on D and E docks is working as hoped and appears to be well received by the public. The 6-person golf cart rental will be used throughout July and August to shuttle Harbor visitors up and down Wharf St.
- **Wharf Street Property:** Fullerton & Associates was hired to perform a valuation of the property; the report should be complete by July 22<sup>nd</sup>. The Port also hired The Riley Group to perform a Phase 1 Environment Site Assessment (ESA) and requested the report be completed by August 1<sup>st</sup>. The expected cost is less than \$1,000 for the valuation and \$2,000 for the ESA. Premier Title has the Purchase & Sale Agreement and will conduct a title search on the property by the end of the month. All three tasks should be completed by August 1<sup>st</sup>, which gives the Port two weeks to review prior to the 60-day period ending on August 15<sup>th</sup> (after which the purchase price increases). Regarding the Boatyard Inn's permanent exclusive easement on the property, Jouas reported it is a 20'x22' area (approximately two parking spaces) described as the southeast corner of the property. The entire property is 3,420 sq. ft., so that equates to 13% of the overall land.

### 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. In June, he replaced a faulty water valve at Clinton Beach. The water heater in the main restroom at the Fairgrounds stopped working and David Schaal (Fairgrounds Maintenance) was able to repair it, but it will likely need replacement at some point in the near future. After looking for storage options for the Port's equipment and supplies during the Fair Association's lease, Langley Main Street Association has offered shared use of their storage area in the Bus Barn at Langley Middle School. Kisch purchased a paint striper and is getting to re-stripe Humphrey Road Parking Lot.

### Island County Fairgrounds:

- **Operations Update:** Port Staff continues to work on the punch list of items to be completed by the end of the week in preparation of turning the property over to the Fair Association on Monday for their sublease period (July 18-August 15). The Port has asked Island County to provide some engineering and permitting assistance on adding a 2<sup>nd</sup> access door in the Black Box Theater. Gordon suggested placing that at the top of the list of priorities. Island County has agreed to put in a back flow preventer on the main line near the Fairgrounds entrance that would cover the whole area. Gordon noted that it would protect the City's water system, but it wouldn't protect within the Fairgrounds if there was some contamination. Kisch said there are still 6 or 7 backflow valves on the property, including two near the campground, one that covers the commercial kitchen in the Coffman Building, another for the commercial kitchen in Pole Building, and two that are obsolete. An additional backflow valve will be installed for the Swine Barn later this month to keep that water system isolated and prevent any contamination. The County also provided two boxes of anti-siphon breaks that Schaal placed on every spigot throughout the property. A structure will be built near the main entrance (between the hillside and the Coffman Building) to house the new backflow preventer valve on the main line, and the County will also provide a portable backflow prevention valve that will go on any of the fire hydrants for additional prevention. Kisch said the County has been very helpful.

Fairgrounds Property Manager Roxy Taylor thanked Kisch and Schaal for all their work in preparation of turning over the property to the Fair Association. She reported there are still commercial kitchen tenants

in Coffman Building and she is still receiving calls from small businesses interested in using the incubator kitchens in both Coffman & Pole Buildings. The Northwest Passage Ragnar Relay has reserved the Fairgrounds for the upcoming weekend. The Relay starts in Blaine and will finish at the Fairgrounds. The campground will likely be filled this weekend.

- Water Tender from South Whidbey Fire/EMS District (SWF/EMS) – Memorandum of Understanding (MOU): The water tender is on the Fairgrounds property.
- Ballot Measure Update: The Port held two Open Houses (June 29<sup>th</sup> & July 11<sup>th</sup>). The turnout for both was moderate. The Port’s “Fact Sheet” flyers were mailed last week, and Island County mailed the ballots out today for the August 2<sup>nd</sup> election.

**Mukilteo Parking:** Gordon said the parking study results are out. The study looked into several sites, including the use of the old tank farm bases (owned by the Tulalip Tribes) as one of the temporary parking solutions, and the results indicate it is probably the best solution until the new multi-modal terminal is built. He explained that the CFO of the Tulalip Tribes asked for a rough design and rough cost estimate, and Quin Clements of Davido Consulting Group is working up a scope of work and potential cost. As noted previously, the Tribes are only interested in providing a temporary solution if a permanent solution is identified. Gordon attended a meeting with the former Buzz Inn property owners who own ½ of the current Mukilteo loading dock. They are working on a property swap with Washington State Ferries (WSF) that would give them the rest of the loading dock property in exchange for WSF getting the property behind it. Their goal is to build a 3-story parking garage with a retail storefront on the property, which would provide the permanent parking solution requested by the Tribes.

**Clinton Market Study:** Currently on hold. Gordon would like to gather the Clinton business stakeholders one more time in August.

**Clinton Dock:** Moffatt & Nichol (M&N) completed their inspection on June 3<sup>rd</sup> and their assessment report will be submitted within the next week or so.

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

**Boat Ramp Renovation Project:** RCO (Recreation & Conservation Office) has extended the timeline for the Port’s planning grant to September 30<sup>th</sup>. Mozer had drafted a Request for Qualifications and Proposal for Construction Management and Engineering Support for the project. Mott MacDonald had provided a draft Scope of Work and Fee Estimate of \$23K for construction phase management and engineering services, but Jouas isn’t sure the project manager needs to be an engineer. Gordon agreed, noting that the Port needs an owner’s representative to be objective, and that person could just be a construction manager (and not an engineer).

#### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** Captain Geoff Moore, (new Commander of Naval Air Station Whidbey) attended the meeting and laid out the increase in housing need that will result from 900 additional service members. With the accompanying support factor of 2.1, it translates to 2,000 additional individuals through 2018 (not including their families). Island County Housing Authority and Housing Authority of Island County provided presentations as well, and several realtors were also in attendance. There was a lot of information shared, and both of the housing authorities will be invited back to another COG meeting for further discussion.

Mayor Tim Callison discussed the City of Langley's RCEDF (Rural County Economic Development Funds) grant application. Gordon described the \$500K+ request as 'two-pronged.' The first prong was for improving a lot of little things (hand rails, garbage can enclosures, restroom upgrades, \$50K for art at Seawall Park, etc.) around the core of Langley. The other prong was to hire a business recruiter for Langley. During the COG meeting, Callison indicated he will seek funding for the first prong (the improvement plan part of the application) in this current cycle. Then in October, he would like to make a joint RCEDF grant application with the Port as an EDO (Economic Development Office) to fund a business recruiter for all of South Whidbey. Jousas was tasked with meeting with the City of Langley's Director of Community Planning on the issue, and to set up a joint City/Port meeting in late August/early September to discuss various topics, including Fairgrounds zoning issues. He will meet individually with the Port Commissioners regarding potential agenda items for the joint meeting.

**RITPO:** The RITPO funded project for the pathway between Bush Pt and Fish Rd is out to bid.

**CCC:** No additional update.

**WPPA:** No activity to report.

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

**MRC:** The Estuary and Salmon Restoration Program (ESRP) developed a Small Grants Program (SGP) to solicit proposals for nearshore restoration projects that align with local MRC goals. One of the requirements for the ESRP SGP application is to include an MRC Acknowledgement Form, which confirms that the MRC has received information about the proposed project, and that it meets the goals and the objectives of the MRC. There were two proposals presented. The first was for the Oak Harbor Marina Restoration Feasibility Project. The other proposal was from Snohomish Conservation District for the Livingston Bay Project to work with homeowners at Livingston Bay to develop demonstration areas for soft shore protection. The MRC voted unanimously to sign the Acknowledgement Forms for both proposals. Halloran provided a report on the Port's activities to the group.

**Langley:** No additional update.

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

OLD BUSINESS: None.

NEW BUSINESS: None.

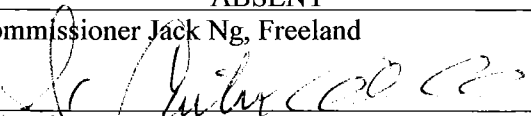
ADJOURNMENT: The Meeting was adjourned at 8:06 p.m.

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.