

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

Held at South Whidbey Elementary School, 5380 Maxwelton Rd, Langley WA  
Tuesday, August 16, 2016 at 6:30 p.m.  
(adjourned from Tuesday, August 9, 2016 due to lack of quorum)

**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 August 16, 2016 Voucher in the amount of **\$924.65**. (August Vouchers in the amount of \$112,105.65 were approved during the Special Meeting of August 9, 2016.)

**SPECIAL PRESENTATIONS:**

➤ **Mel Trenor, Island Beach Access: Report on potential ADA accessibility project at Clinton Beach Park**  
➤ **Fire Chief Rusty Palmer, South Whidbey Fire/EMS: Update on Marine 3**

*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**

**June 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

**City of Langley – Meeting Update**

**Mukilteo Parking**

**Clinton Market Study**

**Clinton Dock**

**Island County Fairgrounds**

- Operations Update
- Commission Discussion

**Possession Beach Waterfront Park**

- Boat Ramp Renovation Project
- Residence

**Bush Point Boat Launch**

- Residence

**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  
August 16, 2016  
Langley, Washington  
(adjourned from Tuesday, August 9, 2016 due to lack of quorum)

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

**Port Staff Present:** Angi Mozer (Executive Director), Jan-Marc Jouas (Acting Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Noriko Sparkman (Admin/Accounting Support), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster), 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, May 17, 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:** August 2016 Vouchers in the amount of \$112,105.65 were previously approved at the Special Meeting of August 10, 2016. One Voucher was inadvertently omitted and added to this 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 authorization and acceptance of Voucher dated August 16, 2016 as signed today in the amount of \$924.65. The Motion passed unanimously.

**SPECIAL PRESENTATIONS:**

**South Whidbey Fire/EMS (SWF/EMS):** Fire Chief Rusty Palmer and Fire Prevention Officer Jerry Beck were on hand to provide a report on their activities at the Whidbey Island Fair and a report on the Marine 3 "Salish" responder (fire boat). During the Fair, SWF/EMS provides staffing for a medical aid station to treat Fairgoers (guests) for a variety of medical reasons from minor scrapes to cardiac arrest. During this year's Fair, 27 SWF/EMS volunteers put in 585 hours on the property and saw 60 guests; 59 were basic medical cases and 1 was advanced life support requiring transportation to the hospital. They also helped locate three lost parents. During the 2015 Fair, 21 SWF/EMS volunteers put in 500 hours and saw 72 guests and helped recover thirteen lost parents. Total volunteer hours range from 500 hours to a high of 1,154 hours in 2013, and that year also had the highest guest count of 93. Highest transport year was 2015 with 3 guests transported for basic life support and 3 with advanced life support. Gordon asked if the Fair Association asks SWF/EMS to come back each year. Beck said no, the Association asks the SWF/EMS volunteers to pay for entry tickets to the Fair and pay for a booth space for their command center (a 20'x25' room in the main building equipped with first aid supplies, 3 beds with privacy curtains, defibrillators, oxygen, etc.). They can handle at least 8 patients at one time. Palmer said SWF/EMS also pays for the space for the Fire Safety House and public education tent outside. The fire station across the street is also staffed during the Fair. If the SWF/EMS volunteers were paid for the time at the Fair, the staff costs would exceed \$14K. Ng said he was surprised to hear SWF/EMS had to pay for the space and

for admission to the Fair. Beck said that the Fair Association started charging them 7 years ago because they have to have a 100% paid gate. Wendy Sundquist (Fair Association member) confirmed that all Fair volunteers have to pay admission.

The Marine 3 Salish responder (fire boat) was placed in service since June 2014. Since then, SWF has responded to 64 rescue calls. There were 38 responses in 2015 (when the boat was out of service for 4 months), and 22 responses in the current year to date. SWF/EMS pulled five people in need of immediate rescue out of the water and responded to two boat fires.

During the week of September 19<sup>th</sup>, SWF/EMS has agreed to perform a fire inspection of the Fairgrounds and make recommendations for items to be addressed prior to the transfer of the property from Island County. Palmer said the Port got a lot done on the property in the last year to improve safety and SWF/EMS appreciates it.

**Island Beach Access (IBA):** Mel Trenor was on hand to present IBA's report on potential ADA accessibility project at Clinton Beach Park. He explained that it is more than just ADA access, it is public beach access for anyone who is mobility-challenged (strollers, elderly, etc.). Trenor has visited the site 4 times, and said he appreciated working with Maintenance & Operations Supervisor Pat Kisch on getting measurements, taking photographs, etc. Trenor also brought some mobility-challenged individuals to provide input. IBA has developed a rough plan to modify the existing parking lot to add 3 ADA spaces (and remove the current ADA space) where there is currently vegetation, and open up an area for a paratransit bus to drop off passengers. The large rocks could be moved so they are 6' apart and the 40' driftwood section could be moved sideways to create a 6' wide path connected in the middle (U-shaped). Once the sand is graded flat, there are 3 different products for the access path. An access mat (6' wide and up to 100' long) could be left in place from Memorial Day to Labor Day, then rolled up and stored for the season. Trenor asked a contractor for a rough estimate and was told \$25K, including relocation/removal of light poles. Still unknown is what permitting will be required, and Gordon suggested working with Jouas on the issue and contacting Island County for shoreline permitting requirements, etc. Trenor recently learned about the hotel/motel tax and wondered if the Port could apply to receive a grant from those funds. He is also talking to Lions Club, the Rotary Clubs and the American Legion as potential funding sources.

PUBLIC COMMENT: None.

#### FINANCIAL UPDATE

**June 2016 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the June 2016 Financial Statement which was distributed to them previously. Acting Executive Director Jan-Marc Jouas reported the Port received \$39,000 in tax, operating and grant revenue and incurred \$57,000 in operating and capital expenses during June 2016. Ending cash balance at 6/30/16 was \$491,000. After reviewing the cash projections, Gordon asked if the Port had received the \$33,000 from Island County for the Rural County Economic Development Funds (RCEDF) grant for the Fairgrounds (projected for July payment). Jouas and Executive Director Angi Mozer said none of the current RCEDF grant had been received to date. Mozer noted that the Port does not yet have the formal InterLocal Agreement (ILA) for the grant. Jouas met with Island County Budget Director Elaine Marlow last week. Marlow brought up the 5 conditions required of the Port in order to transfer the Fairgrounds property. She and the Island County Commissioners are concerned about the last condition regarding establishing an Advisory Committee. They want to see action on that before processing the RCEDF grant and formalizing the ILA for the funding. Gordon pointed out that the RCEDF application for \$100,000 was approved for Fairgrounds operations & maintenance, regardless of whether the ballot measure was approved. The RCEDF application was very clear – the grant is completely independent of Island County's conditions for transfer of the property. Jouas will contact Marlow and set the record straight.

## STATUS REPORTS

### South Whidbey Harbor

- Harbor Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to provide his monthly report. The Harbor has been very busy with reservations coming in through September, and the new auto-attendant telephone feature has been helpful. DockStock 2016 is August 19-21. The Langley Chamber of Commerce and the Rod & Gun Club will have a Beer & Wine Garden with appetizers on D Dock. McPhee explained it is a trial step toward drawing event attendance from the shore side. From the permanent moorage waiting list, a 49' sailboat and a 35' powerboat have filled the recently vacated spaces. McPhee will contact those next on the list to fill the remaining 30' of linear space available. The 6-passenger golf cart rented for July & August has been well utilized; Harbor staff is tracking the number of trips and number of passengers.
- Wharf Street Property: The Port's counteroffer of \$100,000 was rejected by the seller (Wharf Street Holding Company, LLC).

EXECUTIVE SESSION: As announced on the Agenda, the Commission recessed into Executive Session at 7:23 p.m. for an expected duration of 10 minutes to discuss real estate matters. The Commission came out of Executive Session and returned to the regular public meeting at 7:33 p.m.

**ACTION: A Motion was made by Ng and seconded by Gordon to make a new purchase offer of \$130,000 to Wharf Street Holding Company LLC for the purchase of 203 Wharf Street, conditional upon a clean report from the Phase II Subsurface Investigation. The Motion passed unanimously.**

### 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 thanked Langley Main St. Association for allowing the Port to use their bus barn space at Langley Middle School for storage during the Fair Association's lease of the Fairgrounds. Island County purchased two 36" vents to add to Malone Building, and Kisch installed those prior to the Fair. Kisch is getting estimates for putting in a new emergency exit door in the Black Box Theatre and for rebuilding the north wall of the Coffman Building annex. He's also looking at re-roofing the building where the Port's Fairground office is located before the bad weather begins. Gordon noted that Island County still owns the property, and directed Kisch to work with Larry Van Horn on those projects.

**City of Langley – Meeting Update:** Jouas met with Mayor Tim Callison and Director of Community Planning Brigid Reynolds. The City views the Port as a partner, and Callison noted, "What's good for South Whidbey is good for Langley."

Regarding the Fairgrounds, all agreed that the campground area is the "low hanging fruit" and with investment in improvements like restroom, showers, etc. could provide the opportunity to bring people to South Whidbey year-round. Gordon noted that there is not a quick fix for overnight camping at South Whidbey State Park (closed since 2015), and South Whidbey Parks & Rec's new campground will not be ready for a few years and will not have a dump facility. Jouas explained to the City that the Port would be taking a crawl/walk/run approach with the priority being identifying and addressing any safety and health issues first. Fairgrounds Property Manager Roxy Taylor has asked Fair Superintendents and all other tenants to provide their lists of requested maintenance items, etc., Kisch has drafted a list, and South Whidbey Fire/EMS will do an inspection of the property.

The City is in the process of updating its Comprehensive Plan. The Mayor reported the City stripped the art portion from its recent RCEDF grant application and plans to resubmit the revised application to the Council of Governments in October. Jouas recommended meeting jointly with the City in mid-September to discuss that application, the Comp Scheme updates, and other issues such as zoning. Gordon noted that the largest portion of the City's RCEDF grant application is to fund the salary of a Business Recruiter. Gordon noted that RCEDF grants cannot be used for studies or staff costs, etc., except through an EDO (Economic Development Office), and only Economic Development Councils and Ports qualify as EDOs. Therefore, the resubmitted application will be submitted jointly by the Port and the City for the business recruitment piece will include Clinton (using the information from the ongoing Clinton Market Study) and Freeland.

**Mukilteo Parking:** The Port accepted Davido Consulting Group's (DCG) proposal to provide preliminary planning services for a parking facility on the tank farm owned by the Tulalip Tribes. Gordon and Quin Clements of DCG will meet with representatives from the Tulalip Tribes (including their engineer) and the City of Mukilteo on Thursday to discuss permitting, storm water drainage, setbacks and other issues. On August 31<sup>st</sup>, Jouas, Gordon and Island County Commissioner Helen Price Johnson are scheduled to meet with Lynne Griffith, Washington State Director of Ferries, to discuss the Clinton Dock and the lease (which expires in 2025), Mukilteo parking, and the "kiss & ride" area in Clinton.

**Clinton Market Study:** Beckwith Consulting Group and Mariano & Associates have been on the back burner during the last few months, but Gordon would like the Port to start working with Island County to get the Complete Streets designation. He asked Jouas to help with that and also with setting up a meeting with Clinton business owners one more time to get their input.

**Clinton Dock:** Moffatt & Nichol completed the Clinton Dock Assessment and provided an Executive Summary of the Clinton Dock Assessment. The above water & underwater inspection of the dock resulted in a Condition Assessment Rating (CAR) of "Serious" due to the failed connection between the float units. The five alternatives included:

1. Short-Term Repairs (est. cost of \$38K): re-open dock for public access; CAR may be upgraded to "Fair"
2. Long-Term Repairs (est. cost of \$201K): extend the dock's service life
3. Reconfigure Dock (est. cost of \$302K): rearrange dock modules to improve performance, likely replace gangway
4. New Dock (est. cost of \$481K): design a new dock, including new floats & guide piles
5. Remove Dock (est. cost of \$169K): Complete removal of dock, gangway & guide piles

Gordon wants to at least do the short-term repairs, but before choosing an alternative, the Commission needs to first find out the details of the lease with Washington State Ferries. Jouas noted that the deadline for submitting an application for the Recreation & Conservation Office's Boating Facilities Program grant is November 1<sup>st</sup>.

**Bruce Livingston** of Clinton would like the Port to at least spend the \$38K and get 9 more years out of the dock, which he believes is a real plus for the community for recreational boaters and emergency vessels. He thought it was a good report. Although the ownership/lease issue throws a curve, Livingston urged the Commission to go along with doing the quick fix.

### **Island County Fairgrounds**

- Operations Update: Taylor reported both the Whidbey Island Fair and the sublease with the Fair Association went well. The Association plans to have a big party in mid-September to thank all of the volunteers. Fair Administrator Carol Coble indicated she would like to be on the Fairgrounds Advisory

Board. Jous explained that the positions on the Board will not be per individual, it will be per organization. Each organization with a seat on the Board will select the individual to be its representative. He will continue to work on the charter, membership and construct of the Advisory Board, and reiterated that the Fair Association and 4-H will be included.

Taylor has been working on the “to do list” for the property and the priority list for the first year (with safety & health issues given top priority). She met with the Fair Superintendents on Monday after the Fair and they agreed to provide their input of things they’d like/need. During the Fair, Taylor spoke with a WSU Extension Master Gardener about the potential for beautifying the grounds. She also made contact with several potential tenants/event holders including Blooms Winery, Quilters on the Rock and a pottery business. Taylor reported a couple of break-ins on the property, including the Coffman Building. After staff performed a lock survey, Taylor added security measures and simplification/replacement of locks to the 1<sup>st</sup> year priority list. She is working on updating the Campground rules, policies & regulations and creating a Calendar of Events for the Fairgrounds property for the Port’s website. Jous noted that the Port will be seeking bids for a redesign of the website.

- **Commission Discussion:** Gordon noted for the record that the Port’s ballot measure (advisory vote for the transfer of the Fairgrounds and levy increase of \$0.05 per thousand of assessed value) had passed with 61% approval of the voters. The Commission thanked the public for its support.

The next step is for the Port to meet the requirements/conditions laid out by Island County in order to have ownership of the Fairgrounds property transferred to the Port. Gordon pointed out that until the transfer agreement has been signed, the property still belongs to Island County and there are deferred maintenance costs that the Port will ask the County to address. He reiterated that the transfer is completely separate and independent from the RCEDF grant of \$100,000.

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

- **Boat Ramp Renovation Project:** The ad for Construction Manager has been posted and applications are due Friday, August 19<sup>th</sup>. The timeline is aggressive with work starting on the ramp on October 17<sup>th</sup>. Gordon asked Jous to check with Mott McDonald whether the Port or the contractor should order the pre-cast concrete for the project.
- **Residence:** A 60-day notice of lease termination was provided to the current caretaker, with a vacate date of September 30. The Port plans to clean and repair the house during October and hopefully the new caretaker/resident will move in close to the time the Ramp Renovation Project is finished.

**Bush Point:** The lengthy Condition of Title was received earlier in the day, so Jous hasn’t had time to review it yet for encumbrances, etc.

#### **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:** Island County Housing Authority provided a follow up at the recent meeting. Their project is already full and they are looking for another.

**Island RTPO:** The Planning Board will meet on August 24<sup>th</sup> to dissolve the current ITPO, and at that point Gordon will be able to sign the Interlocal Agreement (ILA) to form the Island RTPO and define its jurisdictional area and duties, and the Port will sign a Resolution acknowledging the IRTPO and authorizing membership therein at the Port’s regular meeting in September. The recent meeting involved a discussion of the project list, including a new detour road off of Highway 525 between Houston Rd. and Race Rd.

**CCC:** Meetings are irregular during the summer; the group continues to look at fundraising.

**WPPA:** No report.

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

**Langley:** Island Transit Executive Director Mike Nortier provided a presentation to the Council on riding the bus, sustainable service model, clean fuel initiative, bringing back services, etc. The City's Comp Plan update is down to three sections and one outline (Parks & Open Space) remaining. There was a lengthy discussion regarding a dog park in The Cedars. The City agreed to look for an alternative location. Halloran was very impressed with the presentation by Senior Services.

**MRC:** The recent meeting included a presentation from a Washington State Parks representative.

**Ng:** Economic Development Council (EDC): Ng was unavailable, so Halloran attended the EDC meeting held at Spoiled Dog Winery. Chet Ross from the Freeland Chamber of Commerce was the presenter.

OLD BUSINESS: None.

NEW BUSINESS: None.

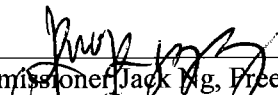
ADJOURNMENT: The Meeting was adjourned at 8:47 p.m.

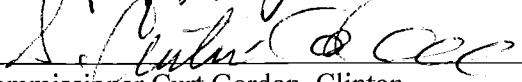
Approved:

Minutes reviewed by:

  
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Commissioner Ed Halloran, Langley

  
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Angi Mozer, Executive Director

  
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Commissioner Jack Ng, Freeland

  
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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.