

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, April 11, 2017 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 Vouchers in the amount of **\$87,293.89** and Minutes from the Regular Meetings of December 13, 2016 and January 10, February 14, & March 14; the Special Meetings of January 12 & March 29; and the Work Session of January 26, 2017.

PUBLIC COMMENT – *This is time set aside for members of the public to speak to the Board regarding any subjects of concern/interest, including 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 2017 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

- Property Improvements/Renovations
- Fairgrounds Property Manager Report

Possession Beach Waterfront Park

- Boat Ramp Renovation Project
- Caretaker Residence Update

Bush Point Boat Launch

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), City of Langley Council Meetings and Joint Parks Committee

Ng: Economic Development Council (EDC) and Port-wide Marketing & Promotion Committee (M&P)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

April 11, 2017

Langley, Washington

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), 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, April 11, 2017, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwelton Rd., Langley, Washington. Commissioner Curt Gordon (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 December 13, 2016 and January 10, February 14 & March 14, 2017; the Special Meetings of January 12 & March 29; and the Work Session of January 26, 2017.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2017 as signed today in the amount of \$87,293.89. The Motion passed unanimously.

PUBLIC COMMENT

Mel Trenor of Island Beach Access provided an update on the Clinton Beach Park Universal Accessibility Modification Project. Trenor reported that the final steps in the permitting process were completed that morning, so the project is good to go. Private contributions total \$1,000 so far, and Trenor continues to seek community/private funding sources. He and Port Maintenance & Operations Supervisor Pat Kisch will meet and get started soon.

Virginia Keck of Island County Fair Association (ICFA) had attended ICFA's meeting the previous night and the topic of maintenance was discussed. Keck wanted to reiterate that it's great to have big projects, but the Fairgrounds needs regular maintenance (little projects) as well. The ICFA wants to make sure that any needed maintenance is expedited in advance of the Fair in July.

FINANCIAL UPDATE

February 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the February 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$190,000 in tax, operating and grant revenue and incurred \$67,000 in operating and capital expenses during February 2017. Ending cash balance at 2/28/17 was \$330,000.

STATUS REPORTS

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. As of April 2nd, the San Juan Clipper had visited the Harbor's outside moorings eight times for 2.5 hours each during lunch hours. The six regular whale watching trips brought a total of 1,113 passengers to the Harbor, and two other trips (a group of school children and a corporate group) brought 105 passengers and 150 passengers, respectively. The Clipper has four more trips scheduled in April. The Mystic Sea has had an average of 45 passengers on their 16 completed trips and an additional 26 trips remain this season. The Langley Main Street Association's volunteers have been great in helping shuttle passengers up the hill, usually 4-5 trips per Clipper visit. McPhee has been working on incentives for boaters to visit the Harbor mid-week, and proposed offering 50% reduction for the next consecutive night when reserving a slip for a Monday or a Tuesday and/or a Wednesday for certain weeks of the year and excluding July and August completely. Gordon suggested it might be more attractive to boaters to simply offer Wednesday moorage for free when a boater has paid for Monday and Tuesday nights, and McPhee agreed. McPhee is also considering lowering the winter monthly moorage rate for smaller (up to 30') boats and will be researching historical data and other marinas in the area. He had no changes to recommend for the South Whidbey Harbor's Rules & Regulations at this time.

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 main entrance to the **Fairgrounds** has had a lot of activity in the last month. Island County replaced the backflow preventer valve and it is now housed in an above ground box. However, it is not performing well, and the City of Langley will provide testing. Kisch arranged for a bucket lift on site to remove the rotten wooden arch at the entrance, and the lift was also used to close up a hole in the Pole Building (missing window), replace some lights, and remove another power pole that was rotten. At **Possession**, the electrical upgrade and inspection were completed for the residence. Outdoor lights were also replaced and Kisch ground off the exposed rebar on the boat ramp. Ben Wooldridge has done a lot of weed-eating at the Park and it has made a big difference. He hopes the residence will be ready for the new caretakers/tenants in mid-May.

- **Mukilteo Parking:** Last Friday, Gordon met with Patricia Love (Community Development Director, City of Mukilteo), Brian Carroll (Director of the Office of Financial Management, Tulalip Tribes), and one of the Tribes' attorneys. It appears Mukilteo Mayor Jennifer Gregerson has given the okay for Love to start looking into a Developer's Agreement for the tank farm property. That property is not zoned for commercial or parking, but if there is a mutual benefit between a municipality (Mukilteo) and an owner (the Tribes) a Developer's Agreement can create special uses (such as temporary parking).

Clinton Market Study: Beckwith Consulting Group recently provided a draft report (over 50 pages). The Commissioners agreed to individually review it and decide if the Port should have a Work Session first or go ahead and have a Special Meeting with the Clinton Community Council.

Fairgrounds:

- Property Improvement/Renovations: Mozer has been in contact with Jim Blumenthal of Martin Nelson & Company regarding bond funding. He noted there is a difference between a bond that is used for strictly public purposes and one that is used basically for renovating a space for businesses to move in, so she is reviewing the project list based on that distinction, etc. Mozer is also working on identifying which projects would be most appropriate for different grant funds.

- 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. Langley's Design Review Board has approved the new Campground sign. WWGA held the first big horse event of the year and it went very well. Taylor is advertising both the Fairgrounds (event rental) and the Campground in different

publications. A Flea Market will take place Saturdays & Sundays in May and June in the Turner Building. Sellers can rent a booth for \$50/weekend. Taylor is working with Goosefoot on a draft Memorandum of Understanding (MOU) for the renovation of the Coffman Commercial Kitchen. Goosefoot representatives and Taylor met with 4-H and discussed the draft renovation/expansion plans for Coffman. Taylor also attended the ICFA meeting and will get their input and keep them updated on the draft plans as well.

Gary Gabelein would like the Port, the City of Langley, the Langley Chamber of Commerce and the ICFA to write Letters of Support to get Island Transit to run bus service on the Fair weekend. The Commission agreed it would be a good idea.

Possession Beach Waterfront Park

- Boat Ramp Renovation Project: Pacific Pile & Marine wants to start a little earlier than the Notice To Proceed date of Monday, June 19th. Mozer said that would be great.
- Caretaker Residence Update: The only other major work that needs to be accomplished is the drainage work around the house. Kisch developed a scope of work that includes two options: one is a “quick fix” of the drainage issues, and the other is a very comprehensive approach (“full fix”). He received two quotes for the work, summarized here:

Company	“Quick fix”	Comprehensive Approach
Anania Trucking and Excavating	\$3,258.76	\$5,567.79
Spyderman Excavating	\$4,891.50	\$8,000.32

Gordon strongly believed the “full fix” was absolutely needed. The Commission agreed. Kisch suggested that once the project is awarded, the start of work should be delayed a couple of weeks until the weather (and ground) is a little drier.

ACTION: A Motion was made by Halloran and seconded by Ng to award the Comprehensive Approach for the Possession drainage work project to Anania Trucking and Excavating for the bid estimate amount of \$5,567.79 as submitted. The Motion passed unanimously.

Mozer estimated the remaining work to be done on the house (flooring, etc.) at \$3,500.

Bush Point Boat Launch: The floats at Bush Pt. are scheduled for launch on April 28th; the floats at Possession will go in on April 27th.

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: There will be a meeting this month. The County Commissioners have provided a little more clarity as to how Rural County Economic Development Funds may be dispensed and what the COG’s Agenda should be.

IRTPO: The IRTPO is working on long range planning. The group discussed the upcoming Highway 525 major overlay project (from Bob Galbreath Rd. in Clinton to north of Coupeville).

CCC: The CCC did a great job cleaning up Dan Porter Park. The Easter Egg Hunt is scheduled for Saturday, April 15th. The County was going to work on the zoning within the Clinton-area RAID (Rural Area of Intense Development) to make an addition to the Comprehensive Plan this Spring, but they have now put it off until next Spring.

WPPA: All three Commissioners plan to attend the Spring Meeting in Cle Elum (May 17-19).

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

MRC: Gregg Ridder presented his final report on Eelgrass Monitoring: Eelgrass Measurement Studies in

Island County that he conducted over the last 2 years. Ridder outfitted his small plane to get aerial photographs of eelgrass and the Department of Natural Resources' underwater video. A new electronic process was introduced using sonar that discerns the height of the plant in the water as the boat passes above it. The MRC reviewed the projects for next year and is waiting on the Northwest Straits Commission (NWSC) for the budget. Halloran noted that the Federal Department of Ecology contributes to the Puget Sound Partnership which in turn contributes to the NWSC, which provides funding for the MRC.

Langley: There were several reports from people working on the Sanctuary City issue. A Resolution was passed authorizing an Interlocal Agreement with other municipalities in Skagit, Whatcom and Island Counties agreeing to participate in a regional Consortium for funding to address homelessness and affordable homes. Councilmember Dominique Emerson was named as the City's representative on the Fairgrounds Advisory Committee. Emerson noted that the City Planner has posted the City's Comp Plan and overlay district (zoning, etc.) on the City's website and she asked the Port to review it and provide feedback.

Ng: Economic Development Council (EDC), Port Promotion & Marketing Committee (P&M), and Freeland Water & Sewer District (FWSD):

EDC: Puget Sound Energy provided a presentation at the Annual Luncheon which all 3 Port Commissioners attended. Ng noted the PSE program replaced the light bulbs at his China City restaurants in Oak Harbor and Freeland for free, and it saves him 25% per year. He suggested the Port should look into the PSE program for light replacement for the Fairgrounds.

P&M: They hope to hold the first meeting in April. In addition to Mozer, Ng, Taylor and McPhee, other members include Stephanie Cook (Clinton Chamber of Commerce), Leanne Finlay (Freeland Chamber of Commerce), the new (once hired) Executive Director (Langley Chamber of Commerce), and Melene Thompson (at-large member). The Island Tourism Committee is not interested in participating at this time. Regarding Marketing, Gordon asked McPhee if the Port had ever participated in the Northwest Boat Show and what that might cost. McPhee said he will look into the cost, etc. and report back.

FWSD: Mozer and Ng met with FWSD Commissioner Lou Malzone and Maintenance Manager Andy Campbell on Friday, March 17th to gather information on the sewer issue.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:45 p.m.

Approved:



Commissioner Curt Gordon, Clinton

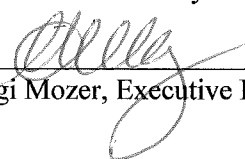


Commissioner Jack Ng, Freeland



Commissioner Ed Halloran, Langley

Minutes reviewed by:



Angi Mozer, Executive Director

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.