

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, May 9, 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 May Vouchers in the amount of **\$66,236.36** and Minutes from the Regular Meeting of April 11 and Special Meeting of April 24, 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

March 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

Clinton Dock

Island County Fairgrounds

- Property Improvements/Renovations
- Memorandum of Understanding with Goosefoot
- Fairgrounds Property Manager Report

Possession Beach Waterfront Park

- Boat Ramp Renovation Project
- Caretaker Residence Update

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

May 9, 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), 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 9, 2017, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton 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 Meeting of April 11 and the Special Meeting of April 24, 2017.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated May 2017 as signed today in the amount of \$66,236.36. The Motion passed unanimously.

[Per Gordon's request, the Commission agreed to re-order the Agenda to discuss Possession Beach Waterfront Park as the first item.]

STATUS REPORTS

Possession Beach Waterfront Park

- Boat Ramp Renovation Project: Executive Director Angi Mozer got the word out that the construction project (and temporary closure of the ramp) will take place during mid-June through the end of July. She noted that the Port has received a lot of feedback from the public. Pacific Pile & Marine has been sending submittals and things are moving along. Mozer met with a potential Construction Manager (Eugene Kegley) and subsequently drafted an Employment Agreement which he agreed to in concept. The total NTE (Not To Exceed) Price for the Construction Manager is \$10,500.

ACTION: A Motion was made by Halloran and seconded by Ng to approve hiring Eugene Kegley as the Construction Manager for the Possession Boat Ramp Renovation Project for the Not To Exceed Amount of \$10,500. The Motion passed unanimously.

Mozer reviewed the following information (which was posted on the Port's website and copies were provided to the public at the meeting):

POSSESSION BEACH WATERFRONT PARK BOAT LAUNCH TEMPORARY CLOSURE

The boat launch at Possession Beach Waterfront Park will be closed from approximately June 12 through July 31, 2017. We will be renovating (re-building) the ramp for increased accessibility.

We've been working on this project for 5 years. Here is a brief synopsis of the history/timeline:

- Grant application submitted for design: September 2012
- Grant funding award for design and permitting work: June 2013
- Contract let for design and permitting work: November 2013
- **Workshop to gather public feedback on proposed design for the Possession Beach Waterfront Park Boat Ramp Renovation Project: June 2014**
- Local (County), State and Federal Permit applications submitted: September 2014
- Construction Grant application submitted for construction: September 2014
- Permits received: September 2015
- Construction Grant funding award: May 2016
- Final design: June 2016
- Contract let for construction: January 2017
- Permits expire: March 2018 (original expiration March 2017; extension granted)

FAQ's

Why is the Port doing construction in June and July?

The weight limit for Possession Road is 10,000 pounds, preventing our ability to ship materials to the site, as landslides are a potential for the road. Island County is willing issue a waiver for the weight limit for the dryer, summer months, but was not willing to issue this waiver during the wet months (i.e., this past winter). In addition, we are prohibited from performing in-water work between March 15 and June 15 according to our permits. This significantly limits when the work can be completed. We are also facing expiring permits at this time. Lastly, the toe (end) of the boat ramp needs be replaced when it is exposed, and not under water. The extreme low tides, which expose the end of the ramp, only occur on an occasional basis and add to the scheduling complication.

How will the ramp be improved?

The surface of the ramp is currently badly damaged from years of scraping from cleaning the ramp, with exposed rebar. It is consistently covered by a thick layer of sediment, at least 18 inches if not more. Cleaning the boat ramp is extremely laborious; this project will bring the ramp up closer to the profile of the beach, which will decrease the need to have the ramp cleaned, and increase its accessibility drastically.

What are my options while construction is occurring?

- **Bush Point**: launch is accessible for most vessels at a 0.0' tide. With 4 wheel drive, boaters can launch to the end of the boat ramp.
- **South Whidbey Harbor at Langley**: launch is accessible for most vessels at a +6.0' to +8.0' tide. The Harbor can accommodate parking for approximately 12 vehicles with trailers. Offsite parking and a golf cart shuttle will be available.
- **Boat ramps maintained by Island County include Mutiny Bay and Freeland/Holmes Harbor**: Island County is aware of this project and has specifically committed to keeping these facilities accessible. The Freeland and Mutiny Bay boat ramps are accessible for most vessels at a +5.0' to +6.0' tide. These ramps are and will be cleaned every Thursday and then after a big storms from May through September.
- **Other crabbing locations**: Clinton Fishing Pier by the Clinton Ferry, South Whidbey Harbor fishing pier

The total cost of the project is approximately \$600,000. Gordon invited the public to comment.

Jaimy Brown of Clinton was not pleased with the timeframe, saying it means boat owners will miss out on the end of ling cod season, the first month of crabbing season and part of the already limited King salmon season. Possession is the only ramp where larger, trailered boats can launch easily. Halloran reiterated the many reasons why the Port had to schedule the work for this time period. Brown also noted that in the past, boat owners have been able to stop at the Clinton Dock during fishing/crabbing season but it's been closed for a long time. She questioned why a new project is starting when that one isn't fixed. Brown said she was not happy with what she perceived as the lack of communication regarding the project. She said the Port's website wasn't user friendly and it was hard to find the minutes, and the construction project information was only posted last Friday. Halloran pointed out that the project has been discussed at public meetings for the last 5 years. Gordon reiterated the FAQ's regarding the reasons for doing the work in June/July, including the "fish window" and the expiring permits. Brown asked why it couldn't be put off until August or September. Ng noted that contractors are booked well in advance, and Mozer added that the June/July period is when the required extreme low tides occur during daylight hours. Later in the year, those tides occur in the middle of the night which would have greatly increased the cost to do the work on the toe of the ramp.

Regarding Clinton Dock, Gordon provided Brown with a review of the Port's activities since the Dock was damaged by the storm(s), including the unsuccessful grant application to rebuild it. Instead, the Port will do the short-term repair, but that also requires design/engineering and permitting before hiring a contractor to do the work.

- **Caretaker Residence Update:** Mozer had previously provided the Commission with copies of the draft Agreement Concerning Use of Premises and Caretaker Employment Agreement for the incoming caretakers, Jim and Jeannette Conover.

ACTION: A Motion was made by Halloran and seconded by Ng to authorize Executive Director Angi Mozer to execute the Agreement Concerning Use of Premises and the Caretaker Employment Agreement. The Motion passed unanimously.

The Commission thanked the Conovers for their patience. The proposed move-in date is May 19th.

PUBLIC COMMENT

Mel Trenor of Island Beach Access provided an update on the Clinton Beach Park Universal Accessibility Modification Project. Trenor noted the South Whidbey Record had a nice article and an editorial about the project. He thanked the Port for its support, and said Maintenance & Operations Supervisor Pat Kisch has been invaluable. On June 12th, the heavy equipment will be brought in to modify the berm, reshape the path to the beach, displace logs, etc. Private contributions now total \$1,900. A paver setting expert will meet with Kisch and Trenor next week to measure and determine what is needed. The pavers will then be delivered on June 14th or 15th and the volunteers from South Whidbey Fire/EMS will have a work party on Saturday, June 16th to get them in place and ready the parking lot. The goal is to have the mats and everything in place by July 1st with an Open House on July 4th with veterans and others attending.

FINANCIAL UPDATE

March 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the March 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$71,000 in tax, operating and grant revenue and incurred \$62,000 in operating and capital expenses during March 2017. Ending cash balance at 3/31/17 was \$338,000.

2016 Annual Report: Port Clerk/Accountant Molly MacLeod-Roberts had completed the draft Annual Report and Mozer provided copies to the Commission. The deadline for filing with the State Auditor's

Office is May 27, 2017. Mozer asked them to review it and let MacLeod-Roberts know if they had any questions/comments regarding the report.

New Website: Alex Bonesteel was hired to design & set up a new website for the Port; he has completed a preliminary version and Mozer hopes it will be complete by the end of the month. **Dominique Emerson** said preliminary user tests for the website might be helpful. Mozer was directed to look into it.

[Per Gordon's request, the Commission agreed to further re-order the Agenda to discuss the Fairgrounds as the first item under STATUS REPORTS.]

STATUS REPORTS:

Fairgrounds:

- A Memorandum of Understanding between Goosefoot Community Fund and the Port for the enlargement and improvement of the commercial kitchen space and subsequent management of the kitchen rental program in the Coffman Building at the Fairgrounds had been prepared and presented to the Commission for approval.

ACTION: A Motion was made by Halloran and seconded by Ng to approve the Memorandum of Understanding as presented. The Motion passed unanimously.

- **Property Improvements/Renovations:** Mozer reported the Fairgrounds Advisory Committee (FAC) held its first meeting last Friday, May 5th. The meeting went really well; the members spent most of the time discussing the structure of the group. The structure has changed slightly from the original (with the Chair and Vice Chair being representatives from Island County and City of Langley). The FAC decided that any member of the Committee could be the Chair and the Vice Chair would be either a County or City representative. As a result, Gary Gabelein was selected as Chair of the FAC. The group identified some action items and will hopefully finalize the Charter and Bylaws at the next meeting.

Mozer had further refined the planning for the Fairgrounds and provided the Commission with the Master Plan, Schedule and a new planning sheet called "Short Term Fairgrounds Project Planning" that is focused on a potential bond and an RCEDF (Rural County Economic Development Funds) grant. She explained that if/when the Port goes for a bond, the bond funds should specifically be used for public uses. If they are not, the Port can still get a bond but it would be at a higher interest rate. She had rearranged the Plan and funding accordingly. Gordon asked about the timing for a bond. Mozer said once the process is started, it takes approximately 60 days to get a bond issued so the Port could potentially get the bond funds by the end of July. The Commission agreed there is no reason to delay and directed Mozer to start the process right away.

- **Island County Fair Association (ICFA):** Mozer had previously provided the Commission with a first draft of the 2017 lease with ICFA. It is generally structured the same as the previous lease, but it will not be for one full month. There will be some "flex" in there – ICFA will have access to some of the barns for the month of July, but the commercial kitchen would have a smaller window of access, etc. She will forward to the ICFA Board for review/feedback.

- **Electrical Work:** Jerry Beck & Company, Inc. had provided a quote for four electrical jobs at the Fairgrounds, with a breakdown cost for each job and a discount amount for combining 2, 3 or all 4 projects. If all 4 projects are approved, the total would be \$4,460 less a discount of \$400 and plus 8.7% sales tax for a project total of \$4,413.22.

ACTION: A Motion was made by Halloran and seconded by Ng for Jerry Beck & Company, Inc. to perform the four electrical projects as presented for the total amount of \$4,413.22. The Motion passed unanimously.

- **Fairgrounds Property Management Report:** Property Manager Roxy Taylor was on hand to present her monthly report. She and Marian Myzkowski (Goosefoot Director of Program and Fund Development) met with 4-H Program Coordinator Cathi Mann-Fisher and also met with the Fair Association to discuss and get feedback on the proposed Coffman Building renovations. On April 19th, Taylor and Mozer met with representatives from South Whidbey School District (SWSD), City of Langley, Island Shakespeare Festival, and Whidbey Island Center for the Arts regarding the potential to use the Fairgrounds Overlay District code as a model for rezoning and recoding the Langley Middle School (LMS) as an “Arts District” to provide flexibility for making the campus more rentable and usable for the community. SWSD doesn’t really want to be a landlord and suggested the Port could possible manage the LMS property. Participation in the Haunted Fairgrounds event on October 28th has been confirmed by 4-H, ICFA, Nanny Bee, and Outcast Productions with two more non-profits expressing interest. Taylor’s goal is to make it an annual event with multiple organizations involved. The 1st weekend of the Flea Market at the Fairgrounds was a little slow. It is well advertised on the island; she is looking into off-island advertising as well. Two big events were held back-to-back in Pole Building on April 28 and April 29. Both went well.

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. He summarized the very positive feedback from Clipper Vacations, the City of Langley, Langley Main Street Association and Langley Chamber of Commerce. The San Juan Clipper made 12 visits to the Harbor (each about 2.5 hours long) in March and April, bringing a total of 2,154 visitors to Langley. Clipper Vacations is interested in discussing more partnership ideas for Fall 2017 and Winter 2017-18. McPhee is looking into a vendor space for the 2018 Seattle Boat Show and working on possible joint participation with other South Whidbey entities. The additional parking at 203 Wharf St. has been very helpful this season. The Port will once again rent a golf cart this season to bring boaters up and down the hill, but will make it available two weeks earlier this year (in mid-June rather than July 1st). With the construction closure of the Possession Boat Ramp, the 203 Wharf St. lot and the golf cart can also be utilized to assist boaters who are launching at the Harbor and parking offsite. McPhee will attend a sand lance egg training class the following day, with the intention of conducting the tests himself next year (on site) rather than taking the samples to the testing facility in Port Townsend, saving the Port time and money.

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. Work continues on the Possession residence, including painting and new flooring. Anania Trucking & Excavating has scheduled the drainage work around the residence for July. The floats were launched at Bush Pt. and Possession during the last week of April. Maintenance staff is mowing lawns and weeding as weather allows.

Mukilteo Parking: No update.

Clinton Market Study: Gordon would like the Port Commission to hold one more Work Session with Beckwith Consulting Group before meeting with the Clinton Community Council (CCC). He would like the Port to take a position on the report before presenting it to the CCC. Mozer will coordinate the Commissioners’ schedules for the Work Session.

Clinton Dock: Mozer had drafted a scope of work for the short-term repair project. After further consideration, she believes competing out this small of a scope of work is not necessary. Moffatt & Nichol performed the assessment of the dock and because of their familiarity with the facility and the

structure, she is comfortable with asking the firm to design and permit (if required) the short-term repairs. The rough estimate for their services was \$8,000.

ACTION: A Motion was made by Halloran and seconded by Ng to hire Moffatt & Nichol to provide Clinton Dock Repairs Design, Engineering and Permitting Services as defined in the Scope of Work. The Motion passed unanimously.

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: Gordon said the recent COG meeting was fascinating. The future/fate of the Rural County Economic Development Funds (RCEDF) program is at stake. In the past, it was managed through the COG. Island County Commissioners Rick Hannold and Jill Johnson want to see that process changed. There is now a question as to whether the Port's joint RCEDF application with the City of Langley will even get a vote. Island County Budget Director Elaine Marlow will present suggested changes to the process to the Board of Island County Commissioners in June.

IRTPO: The IRTPO discussed Washington State Department of Transportation's upcoming major overlay paving project of the highway from Clinton to Coupeville. Halloran thinks the Port can give the CCC help in focusing.

CCC: Halloran attended the previous meeting in Gordon's stead. It was a good meeting, but it's difficult to find cohesiveness in the group when everyone is coming from a different place.

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

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

MRC: The projects have been identified and the MRC is now waiting to find out what funding will be available through the Northwest Straits Commission. Jim Somers provided an excellent Seining Presentation and Lori Clark provided an Island Local Integrating Organization (ILIO) presentation. They hope to hold another Joint MRC in the summer at Clinton Beach Park.

Langley: Island Transit Executive Director Michael Nortier gave a presentation to the Council. Island Transit is struggling to provide weekend service and has requested funds from the State of Washington add Saturday service. Island Transit should know by July 1st if the funding will be granted. The City signed up for a 10-year program with Puget Sound Energy for cheaper power from wind and solar energy.

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

EDC: No meeting held.

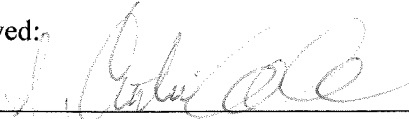
P&M: First meeting was held with a representative from each of the Chambers of Commerce (Clinton, Freeland & Langley), along with Ng, Mozer, Taylor, McPhee, and Rachel Escalle (Ng's assistant). The group came up with a lot of great ideas. The group noted that many people don't know about the commuter parking lot on Humphrey Road and/or the campground at the Fairgrounds, so they agreed to focus on advertising those facilities as a first task.

OLD BUSINESS: Verizon has continued communications at a staff level and they looked at the site. The company is still interested in a cell tower at Possession, but not up on the ridge. Instead, Verizon is considering a cell tower in the parking area. Verizon's next proposed step is to hold a community meeting for that location. Then if Verizon is comfortable with that they may begin discussing a lease with the Port. Gordon was not comfortable with Verizon holding a community meeting for use of Port property. Verizon needs to make a presentation to the Port Commission first, and then if the Commission agrees with the proposal a community meeting can be held.

NEW BUSINESS: None.

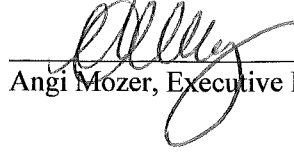
ADJOURNMENT: The Meeting was adjourned at 8:05 p.m.

Approved:

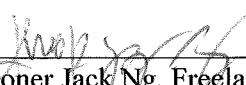


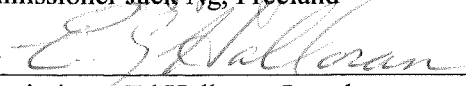
Commissioner Curt Gordon, Clinton

Minutes reviewed by:



Angi Mozer, Executive Director



Commissioner Jack Ng, Freeland

Commissioner Ed Halloran, Langley

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.