

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

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA
Tuesday, January 10, 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

Election of Board Officers for 2017

Appointment of Alternate Auditing Officer

Committee Assignments for 2017

Consent Agenda

- Approval of January Vouchers in the amount of **\$238,531.60**
- Minutes from the Regular Meetings of June 14, July 12 & August 16; Special Meetings of June 7, August 3, August 10, August 26, September 2 and September 6, and Work Session of June 13, 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

November 2016 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

- Fairgrounds Property Manager Report
- Island County

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) 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

January 10, 2017

Langley, Washington

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

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, January 10, 2017, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwelton Rd., Langley, Washington. Commissioner Ed Halloran (President) called the Regular Meeting to order at 6:30 p.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS

Election of Board Officers for 2017:

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Halloran to nominate Commissioner Curt Gordon for President. The Motion passed unanimously.

ACTION: A Motion was made by Halloran and seconded by Gordon to nominate Ng for Vice President. The Motion passed unanimously.

ACTION: A Motion was made by Gordon and seconded by Ng to nominate Halloran for Secretary. The Motion passed unanimously.

The following slate of officers was elected for 2017:

- Commissioner Curt Gordon – President
- Commissioner Jack Ng – Vice President
- Commissioner Ed Halloran – Secretary

Halloran passed the gavel to Gordon, who then presided over the remainder of the meeting.

Appointment of Alternate Auditing Officer: The Commission agreed Gordon would remain Alternate Auditing Officer.

Review of Commissioner Appointments and Committee Assignments for 2017: The Commission agreed to retain the same appointments/assignments as the previous year.

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 June 14, July 12 & August 16; Special Meetings of June 7, August 3, August 10, August 26, September 2 & September 6, and Work Session of June 13, 2016.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2017 as signed today in the amount of \$238,531.60. 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 thanked Executive Director Angi Mozer for joining him at the Pre-Application Conference at Island County on December 29th. The original permit fee of \$3,500 was reduced to \$1,545, but unfortunately a Biological Assessment is required at additional cost. Trenor subsequently contacted Island County Department of Natural Resources, and Dawn Pucci (one of the lead biologists) offered to do the Biological Assessment *free of charge!* The Greening Congregations Collaborative (a group of diverse faith communities working together on Whidbey Island for greener awareness and action) plans to pay the permit fees and will advocate for the project.

FINANCIAL UPDATE

November 2016 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the November 2016 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$74,000 in tax, operating and grant revenue and incurred \$69,000 in operating and capital expenses during November 2016. Ending cash balance at 11/30/16 was \$503,000.

STATUS REPORTS

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. Harbor Staff continues to plan and prepare for the upcoming season. Safety ladders will be added in over a dozen locations throughout the Harbor. McPhee is also drafting a Use Plan for the additional parking at 203 Wharf St.

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 on the residence at **Possession** continues to progress. The company that manufactured the floats at **Bush Point** has submitted a bid for work on the galvanized steel legs that have corroded. Crabbing season at **Clinton Beach** has ended; the crabbers cleaned up after themselves nicely this year. Freeze protection methods are working well at all Port facilities. David Schaal (**Fairgrounds** Maintenance) is painting the interior of Burrier Building East.

Mukilteo Parking: Mozer attended a meeting in Mukilteo last week with representatives from the Ferry Advisory Committee, Port of Everett, Tulalip Tribes, Mukilteo City Council, Washington State Ferries, Washington State Department of Transportation, Sound Transit, Community Transit, and Island Transit. She described it as a plea for parking in Mukilteo led mostly by State Representative Norma Smith and Ferry Advisory Committee Member Dave Hoogerwerf. Although the Mukilteo City Council doesn't seem very interested in parking, after some discussions Mozer thinks the Councilmembers are warm to the concept of parking at the tank farm and they are very warm to offsite parking at Paine Field. The Port will continue working on getting temporary parking at the tank farm while other solutions are worked out.

Clinton Market Study: Island County is looking at the best way to get bicycles/pedestrians to/from the ferry through Clinton, and has asked for the Port's input. The topic will be discussed during the Work Session with Beckwith Consulting Group on January 12th.

Island County Fairgrounds:

- 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. The Fair Association has set the

Fair dates for the next five years (3rd weekend in July). Equestrian Crossings (EqX) plans to use the arena on two weekdays during various months.

- **Island County:** Mozer noted the Port is working on two InterLocal Agreements (ILAs) with Island County. The first ILA is for the Rural County Economic Development Funds (RCEDF) grant of \$100,000 (approved in April 2016) for management/operations of the Fairgrounds from April 1, 2016 through March 31, 2017. The County is still requiring the formation of a Fairgrounds Advisory Committee as part of that grant, but Mozer noted that it was never part of the Port's application for the RCEDF grant. The Advisory Committee was always intended as part of the transfer of the Fairgrounds property. Per the recommendation of Island County Budget Director Elaine Marlow, Mozer put that explanation in writing for Marlow to forward to the Island County Commissioners and hopefully get the RCEDF ILA finalized. The second ILA is for the transfer of the Fairgrounds property. The Port's attorney provided a first draft ILA that Marlow and Island County Facilities Director Larry Van Horn are planning to review with Island County's attorney. Gordon noted that the Port has provided the County with a draft charter for the Advisory Committee, but the Committee itself cannot set be up until the Port owns the property. As soon as the transfer is complete, the Fairgrounds Advisory Committee will be in place.

Possession Beach Waterfront Park

- **Boat Ramp Renovation Project & Construction Manager Update:** The low bid contractor (Neptune Marine) signed the Mutual Release Agreement. Mozer is in contact with the second low bid contractor (Pacific Pile & Marine) regarding schedule, availability & other details prior to issuing Notice of Award. Possession Road has a weight limit and the County will not provide a waiver until April. Pacific Pile can barge in materials, so it might be possible for work to start sooner than April.

- **Caretaker Residence Update:** Kisch is getting quotes for the drain work and the electrical upgrade work to bring the residence up to code. April is the target date for the new tenants to move in.

Clinton Dock: The Clinton Dock Assessment had provided 5 options: 1) \$38K for short term repair, \$200K for long term repair (jut refurbishing the current configuration so it lasts through the end of the dock's life cycle, 3) \$300K to reconfigure the dock, 4) \$500K for a new dock, and 5) removal and disposal of the dock. Mozer had recommended the \$200K option and presented that to the Recreation & Conservation Office (RCO) for the Port's application for a Boating Facilities Grant. RCO questioned why the Port would fix the dock in its exact same configuration, given the damage it has sustained from the wave action. She suggested the Port should consider modifying the grant application for the 3rd option of \$300K for the final RCO presentation on February 1st. The reconfiguration would make the structure one long dock rather than the current L-shaped dock and would handle the wave action better. If the Port receives the grant, there is a 25% match requirement. The Port's match on Option 2 would be \$50K vs. \$75K for Option 3. Mozer thinks the Port would have a better chance of success with Option 3, noting that the Boating Facilities Grant program is not for maintenance, so Option 2 would likely not score as well as Option 3. If successful, construction would likely occur in 2018.

ACTION: A Motion was made by Halloran and seconded by Ng to authorize Mozer to modify the RCO Boating Facilities Program application and seek funding of \$300K for Option 3 (reconfiguration of the dock). The Motion passed unanimously.

Bush Point Boat Launch: No 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)

COG: Meeting was cancelled.

IRTPO: No report.
CCC: No report.
WPPA: No report.

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

MRC: Dawn Pucci of Island County Department of Natural Resources provided an excellent presentation on work being done on rising ocean levels, storm surges, flood plains, etc. based on near-term, 20-year and 50-year. The MRC continues to work on selecting the Volunteer of the Year. The winner will be announced at this year's Sound Waters University event on Saturday, February 4th at South Whidbey High School.

Langley: The Council discussion regarding Seawall Park continued.

Ng: Economic Development Council (EDC): No report. Next meeting scheduled for January 18th at Island Transit. Ng is not available; Gordon will try to attend in his stead.

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 7:30 p.m. for an expected duration of 20 minutes to discuss the advice of legal counsel relating to potential litigation. The Commission came out of Executive Session and returned to the Regular Meeting at 7:52 p.m.

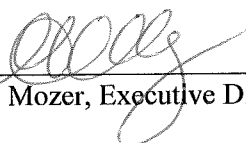
ADJOURNMENT: Without further discussion or action, the Meeting was adjourned at 7:53 p.m.

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.