

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA  
Tuesday, June 13, 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 **\$104,951.21** and Minutes from the Regular Meeting of May 9 and the Special Meeting of May 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

**April 2017 Financial Statement and Executive Director Report**

STATUS REPORTS

**South Whidbey Harbor**

- Harbor Operations & Harbormaster Report

**Port Operations**

- Maintenance & Operations Supervisor Report

**Clinton Market Study**

**Clinton Dock**

**Island County Fairgrounds**

- Property Improvements/Renovations
- Fair Association/Fair Event Lease
- Fairgrounds Property Manager Report

**Possession Beach Waterfront Park**

- Boat Ramp Renovation Project

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

June 13, 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, June 13, 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 Meeting of May 9 and the Special Meeting of May 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 June 2017 as signed today in the amount of \$104,951.21. The Motion passed unanimously.

**PUBLIC COMMENT**

**Clyde Monma** read aloud his "Open Letter to the Port of South Whidbey" in which he stated he was against a cell tower at Possession Beach Waterfront Park and issued a public records request for any discussions/plans with Verizon.

**Mel Trenor of Island Beach Access** provided an update on the Clinton Beach Park Universal Accessibility Modification Project. He reported the Project is on Day 4 of site work with 2-3 more days planned. The pavers should be delivered on Thursday and will hopefully be installed on Friday/Saturday. The beach access mats are scheduled for delivery at the Fairgrounds later in the week. Trenor noted that there is a lot of excitement from the public regarding the project.

**FINANCIAL UPDATE**

**April 2017 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the April 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$265,000 in tax, operating and grant revenue and incurred \$87,000 in operating and capital expenses during April 2017. Ending cash balance at 4/30/17 was \$516,000. Mozer noted that campground revenue at the Fairgrounds has significantly increased from last year. January through May 2016 total revenue was \$3,900 compared to \$9,500 for the same period this year. The 2017 budget through May for all Fairgrounds revenue is \$19,000, and the actual revenue greatly exceeds the budget at \$37,000. To put that into perspective, Mozer noted that the Island County Fair Association's total non-Fair revenue for the property for the entire year was just \$43,000.

STATUS REPORTS:

**South Whidbey Harbor**

• Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. He is working with Bob Waterman on the historic photo displays for the Harbor. The proofs were sent to the printer and the frames and mounting hardware have been ordered. Langley Main Street Association has committed to matching the Port’s initial budget of \$3,000 for the project, and Heritage Bank has pledged a contribution of \$750. McPhee has hired additional Harbor staff for the summer, and rented a 6-passenger golf cart from mid-June through the end of August. The additional parking at 203 Wharf Street is easily managed and it is very useful and appreciated by Harbor visitors.

**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. Early in May, the end float section at **Bush Point** came loose but he was able to reattach the hinge and replace the pin. During the wind storm on the evening of May 5, the transition flap on the (out-of-service) **Clinton Beach** gangway fell down and was in danger of hitting the float at high tide. Port Staff was able to pull it back to a raised position. At **Possession**, there were a few setbacks during the final days prior to caretakers move-in date. There is still some work to be completed, but Jim & Jeannette Conover began occupancy as of May 22<sup>nd</sup>. Some freeze damage occurred to the plumbing in the midway food booths and to the water tender at the **Fairgrounds**. Work is progressing well with the plumbing repairs. For the tender, Central Whidbey Fire & Rescue gave the Port a valve (saving the Port at least \$200), but Kisch is still searching online for an additional needed part. He will make sure to drain the valves on the spray bar addition next year. Also at **Clinton Beach**, the Port’s brand new weed trimmer and leaf blower were stolen. Kisch filed a report with Island County Sheriff’s Department.

**Clinton Market Study:** Beckwith Consulting Group has provided the Port with the final Clinton Market Study, including an Executive Summary that precedes the report. Gordon plans to provide a presentation of the Study as requested by the Island County Commissioners and the Clinton Community Council. It is available on the Port’s website at [www.portofsouthwhidbey.com](http://www.portofsouthwhidbey.com). Gordon emphasized that it is a **Market Study – it is not a Plan**. In order to design for the future, Beckwith had to back up and propose the needs for today to get to that point. Everyone is not going to agree on what the specifics of that future will be (roundabouts, circulation route through Dan Porter Park, queueing the ferry line in a lot instead of the road, etc.), but you can’t recruit businesses to an area without a vision and a commitment to the future for that area. He invited the public to provide feedback on the Study.

**Clinton Dock:** Moffatt & Nichol (M&N) provided a proposal of \$11,065 to design and provide bid documents for the Clinton Dock short-term repairs as follows:

|                                       |                 |
|---------------------------------------|-----------------|
| Task 1: Bid Documents                 | \$8,545         |
| Task 2: Bid Support Services          | \$1,120         |
| Task 3: Construction Support Services | <u>\$1,400</u>  |
| TOTAL                                 | <u>\$11,065</u> |

M&N believes the work can be done under the Port’s existing Operations & Maintenance Permit. They are researching whether Island County will require a building permit. If no additional permits are required, M&N could have a design ready in 3 weeks and work with the Port on bid documents immediately following.

**ACTION:** A Motion was made by Halloran and seconded by Ng to approve Moffatt & Nichols proposal to design and provide bid documents for the Clinton Dock short-term repairs as submitted for the amount of \$11,065. The Motion passed unanimously.

## **Fairgrounds**

- **Property Improvements/Renovations:** Mozer is still researching financing options for at least \$500,000 of capital funding. She is weighing the options of a bond vs. a low interest line of credit or other options.
- **Fairgrounds Advisory Committee (FAC):** Halloran and Fairgrounds Property Manager Roxy Taylor met with the FAC on Friday, June 2<sup>nd</sup>; the group is still working on finalizing the Charter and the ByLaws. The next meeting is scheduled for June 30<sup>th</sup>.
- **Fair Association/Fair Event Lease:** Mozer provided the Commission with copies of the draft lease and said the Island County Fair Association (ICFA) seems to be okay with it.
- **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 Flea Market has had low vendor participation, but vendor interest high. She is re-thinking how to do it in the future. OutCast Productions attempted some interior construction of Pole Building for additional storage, but Taylor directed them to stop. No further work will happen until 2018, and only after thorough planning, Port approval and building permits are in place. The 4-H Spring Show on May 20-21 had great participation and lots of events. Upcoming events at the Fairgrounds include Langley Arts Commission's bi-annual Whidbey Arts Forum in Burrier Building on August 2<sup>nd</sup> and both South Whidbey Rotaries will host a wine and dinner fundraiser event in Pole Building on August 17<sup>th</sup>.

## **Possession Beach Waterfront Park**

- **Boat Ramp Renovation Project:** The start date for work according to the Notice to Proceed was the previous day, and Pacific Pile & Marine will mobilize on Thursday, June 15<sup>th</sup>. The project in general is going well so far, but Mozer needs to provide the engineer (Mott MacDonald) with additional scope in their contract for their support. Mott MacDonald had provided an Addendum for their Engineering Services during Bidding and Construction with Scope of Work and Fee Estimate of \$6,000. At Mozer's request, the engineer had provided specific explanations and reasons why they ran out of funding. Mozer was satisfied with the justification provided.

**ACTION: A Motion was made by Halloran and seconded by Ng to approve Mott MacDonald's additional Scope of Work and Fee Estimate – Addendum of \$6,000 as submitted. The Motion passed unanimously.**

Gordon asked Mozer to provide a detailed timeline for the Project through July 4<sup>th</sup> and include what staff is available each day.

## **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:** The Port of Coupeville recently signed a Memorandum of Understanding with Whidbey Telecom to provide high-speed Internet service to their district, so Gordon (as COG Chair) invited Whidbey Telecom to provide a presentation on its "Big Gig" service. The presentation was well received.

**IRTPO:** No report.

**WPPA:** All three Commissioners attended the Spring Meeting. Gordon noted the session on Rural Economic Development was largely focused on internet capacity, broadband, fiber optics, etc. A successful rural economy has 4 things: Broadband/High-Speed Internet, Housing, Office Space & Talent.

**CCC:** Gordon continued to emphasize that any plan for Clinton should incorporate not only the Port's Clinton Market Study, but the Mukilteo Parking Study and Island County's Pedestrian/Bike Study as well. Gordon held a Clinton Town Hall at Cozy's and it was well attended.

**Additional Activity:** Mozer and Gordon attended a two-day seminar in Seattle on Shoreline Permitting. He said it was very enlightening learning about the new shoreline management rules and the effect on the type of shoreline development that can occur. They also learned more about shoreline management plans

and the associated designations and rules that go with them. Gordon said he also made some good contacts, including a Port of Everett planner who provided helpful information on exemption issues, etc.

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

**MRC:** The June 6<sup>th</sup> meeting included a report out on a conference regarding projects done by “citizen scientists.” Island County MRC will have a joint meeting with the Jefferson County & Clallam County MRCs in Port Townsend on July 11<sup>th</sup>.

**Langley:** The Council interviewed the three candidates who applied to fill the council seat recently vacated by Rene Neff: Christy Korrow, Burt Beusch and Frank Rose. After an Executive Session to discuss the qualifications of the candidates, the Council appointed Burt Beusch and he was sworn in.

**Joint Parks:** There was a briefing/presentation on trails by a former Department of Natural Resources lawyer on setting up a program and looking for support.

**WPPA:** Halloran said the recent seminar was one of the best; particularly the focus on really successful port operations. The sessions and presenters are always very professional and provide lots of insight and opportunities for discussion.

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

**EDC:** Did not attend.

**P&M:** No meeting held.

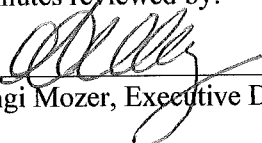
**WPPA:** Ng agreed that the seminar was very good and he appreciated being able to meet other port commissioners and learn about the various interesting projects in their port districts. At the Public Relations session, Ng learned that the larger ports are very happy and eager to help small ports to answer questions, provide guidance, etc. Gordon noted that Washington State law allows smaller ports to use employees from larger ports. Halloran said the session on Succession Planning was very interesting. A port brings in someone (essentially as an intern who signs a commitment) who works their way through the position. That individual’s training is funded by the State and only costs a port \$500 per year.

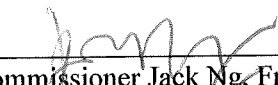
**OLD BUSINESS:** Mozer will work on scheduling a Work Session for the Commission to discuss the Strategic Plan.

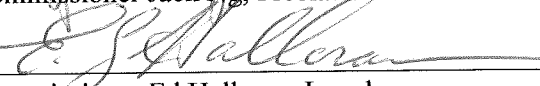
**NEW BUSINESS:** There was none.

**ADJOURNMENT:** The Meeting was adjourned at 7:51 p.m.

Approved:   
\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

Minutes reviewed by:  
  
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Angi Mozer, Executive Director

  
\_\_\_\_\_  
Commissioner Jack Ng, Freeland

  
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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.