

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, April 8, 2014 at 7:30 p.m.

AGENDA

WORKSHOP (7:15 – 7:30 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

Consent Agenda

Approval of April 2014 Vouchers in the amount of **\$150,965.37** and approval of Minutes from the Special Meetings of October 21 and November 6, the Public Hearing for the 2014 Preliminary Budget of November 12, and the Regular Meeting of November 12, 2013.

PUBLIC COMMENT – Items not on Agenda: Please limit comments to 5 minutes

FINANCIAL UPDATE

February 2014 Financial Statement and Finance Manager Report

Memorandum 2014-2 Transfer \$116,141.98 from Bond Fund to General Fund

STATUS REPORTS

South Whidbey Harbor

Phase 1 Project

- Construction
- Signage
- Commissioning and Grand Opening on April 25th Noon – 2 PM

Rural County Economic Development Funds (RCEDF) Grant for Outside Mooring; Engineering Harbor Operations

- Offsite Parking at Langley Middle School
- Restroom Locks
- Harbormaster Compensation

Possession Beach Waterfront Park

Boat Ramp Renovation Project

Cell Tower Permit Update

Port Operations

EXECUTIVE SESSION – Review performance of public employees

Organizational Restructure

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

Gregoire: Economic Development Council (EDC), Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee

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

OLD BUSINESS

Island County Fairgrounds Strategic Plan

NEW BUSINESS

Island County Comprehensive Plan (Economic Development Element)

Island County Construction Programs – Requests for Suggestions for Improvements

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

April 8, 2014

Langley, Washington

Commissioners Present: Curt Gordon (Clinton), Ed Halloran (Langley) and Dennis Gregoire (Freeland)

Others Present:

Port Staff: Angi Mozer (Port Finance Manager), Dane Anderson (Management Consultant), Molly MacLeod-Roberts (Port Clerk) and Duncan McPhee (Harbormaster); **Public:** Jim Sundberg (Langley City Councilmember) and Celeste Erickson (South Whidbey Record)

MEETING CALL TO ORDER: Following a Workshop from 7:15 p.m. to 7:30 p.m. for informal Commission review 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 8, 2014, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwell Rd., Langley, Washington. Commissioner Curt Gordon (President) called the Regular Meeting to order at 7:30 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. The vouchers so listed and presented are summarized on the attached Voucher Listing (**EXHIBIT A**).

Approval of Minutes: Minutes from the Special Meetings of October 21 and November 6, the Public Hearing for the 2014 Preliminary Budget of November 12, and the Regular Meeting of November 12, 2013.

ACTION: A Motion was made by Commissioner Dennis Gregoire and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2014 as signed today in the amount of \$150,965.37. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda: There was none.

FINANCIAL UPDATE

February 2014 Financial Statement and Finance Manager Report: The Commission acknowledged receipt of the February 2014 Financial Statement (**EXHIBIT B**) which was distributed to them previously. Port Finance Manager Angi Mozer said the Port received \$11,000 in tax, operating and grant revenue and incurred \$212,000 in operating and capital expenses during February 2014. Ending cash balance at 2/28/14 was \$404,000 consisting of \$116,000 in the Bond Fund and \$288,000 in the General Operating Fund.

Memorandum 2014-2 to Transfer \$116,141.98 from Bond Fund to General Fund (EXHIBIT C): Mozer explained the Memorandum would transfer all remaining funds from the Bond Fund to reimburse the General Fund for capital expenses incurred for the South Whidbey Harbor construction project.

ACTION: A Motion was made by Halloran and seconded by Gregoire to approve Memorandum 2014-2 as presented. The Motion passed unanimously.

STATUS REPORTS

South Whidbey Harbor

Phase I Project

- Construction: Management Consultant Dane Anderson said the project continues to move through the close-out timeline. Gordon noted that Project Manager Ed Field's last day of employment was April 4th, when the bulk of the contract was complete. The Port is now in the Substantial Completion phase and has obtained the Certificate of Occupancy from the City of Langley. Anderson will make sure the contractor completes all the items on the Punch List, and will work through the final step of releasing the retainage fees.
- Signage: The packet for the remaining signage was "okayed" by Langley Director of Community Planning Jeff Arango. Anderson will present it to the Langley Design Review Board at their meeting on April 15th. Langley Councilmember Jim Sundberg asked if there would be a bulletin board at the Harbor to let visitors know what was happening in Langley. Anderson noted there is a kiosk at the head of the wharf that could potentially be used for that purpose. Harbormaster Duncan McPhee said there is an Information Center with brochures, etc. out on the wharf by the Harbormaster office. He also sends out a monthly newsletter via email of all the events happening in and around the Harbor. He will post the current month in the window of the Harbormaster office as well.
- Commissioning and Grand Opening: Mozer asked the Commission for feedback on the Draft Ribbon Cutting Ceremony Program (**EXHIBIT D**) she had previously submitted for the April 25th event starting at noon. Halloran said the South Whidbey Yacht Club is interested in having some of their Pelican sailboats in the Harbor during the event. The Commission agreed it was a great idea. Halloran said he would have Don McArthur from the Club contact McPhee about the details. Anderson ran into Phil Simon the other day. Simon said he would like to say a few words about Phil Simon Memorial Park, the history of the waterfront there, and the whole facility. Mozer will add him to the Program.

Rural County Economic Development Funds (RCEDF) Grant for Outside Mooring: Anderson will meet with Shannon Kinsella of Reid Middleton next week to go over the project, set some objectives and get Reid Middleton's take on it and see if they are interested in continuing working with the Port on it. Gordon said he might attend that meeting as well. Mozer anticipates receiving a draft InterLocal Agreement from Island County at the end of the week (following legal review). Gordon had previously asked Ed Field to provide the name of the firm that did the last underwater survey of the Harbor. Mozer said she would follow up on it.

Harbor Operations: Halloran noted that at the last Langley City Council meeting, Sundberg reported that the visitors from the Seattle Singles Yacht Club had a terrific weekend at the Harbor and were very complementary of what was going on down there.

- Offsite Parking at Langley Middle School (LMS): The South Whidbey School District Board had requested additional information after the City and Port presented the parking proposal. Mozer is working with Jeff Arango on a revised memo that outlines some of the detail the District is looking for: How many spots and where would the trailer parking occur? What times of the year? What days of the week? When will the City's pilot study start and end? She noted that the School Board had also brought up the issue of reimbursement for additional wear & tear on the parking lot as a result of additional vehicles & trailers parking there. Mozer said, "*Jeff's memo to me outlined where people would park – and that was it. So, I met with him encouraged that we jointly submit a response to the School Board that outlines all the initial things I mentioned and then address their request for compensation for wear & tear in the format of saying: We can figure that out when there is a long-term agreement in place, but in the meantime it would just be five stalls reserved for vehicle & trailer parking during the peak boating season summer months.*" Halloran expressed his concern that several entities use that lot and it can be very chaotic on weekends in the summer, and Gordon explained that the Port would monitor the 5 spaces. Regarding the wear & tear issue, Gordon suggested Mozer should contact Dan Poolman at the School District and ask to see what (if any) parking agreements for damage exist for WICA, Island Dance, Island

Shakespeare Festival and others that use that parking lot. The Port should follow the same process as other lot users. Halloran noted that it would be important to have the trailer spaces clearly marked.

- Restroom Locks: As previously reported, there have been ongoing issues related to restroom usage by non-boaters, especially during the hours when Harbor staff is not present. Anderson noted a recent series of posts on the Pacific Coast Harbormaster bulletin board and of the 11 marinas that responded, only 2 did not have locks on their restrooms and both of those have employees on site 24/7. Staff recommendation is to install timed, push-button combination locks so the restrooms are open during daylight hours for the public, but at night can only be opened via the combination which will be provided to moorage customers. All Island Lock/Key has provided a quote of \$2,375.09 for the locks. Harbor staff will be able to adjust the timer and change the combination as needed. Gordon said it is a capital expense rather than a Harbor operating expense. The Commission authorized Staff to proceed with the locks as discussed.

- Harbormaster Compensation: Mozer had previously provided the Commission with a Report (**EXHIBIT E**) and a recommendation to increase McPhee's pay to \$22/hour and provide him with the same benefits as the other full-time Port employees.

ACTION: A Motion was made by Gregoire and seconded by Halloran to approve Staff recommendation to increase compensation for the Harbormaster as presented. The Motion passed unanimously.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Coast & Harbor Engineering (CHE) had provided a Project Status Update (**EXHIBIT F**). The team has completed Tasks 1 and 2 (Existing Data Collection, Review & Analysis, and New Data Collection). Anderson said CHE sounded two of the initial dolphin piles at the site and they seem to be sound, but they are going to hold judgment on the rest of them until they can do more testing. While CHE was on site they shot 288 elevation points. They have a rough survey plot and they have determined where the mean low, the mean low-low and the driftwood waterlines are. The longevity of the existing dolphins can be extended by placing metal or plastic caps on them to protect them from degradation by rainfall at the top of the piles. Regarding the existing floats: while the flotation in them is deteriorating, the structure of them is robust and CHE does not feel there is a need to replace them. There is a need to refurbish them and they will include suggestions on how to do that in their plan, depending on what else is determined necessary. Anderson said, *"That's significant because if they just need to be fixed and not replaced, we're not talking about permits because it's an existing condition."* He said CHE's Project Schedule looks good and works well with the Recreation & Conservation Office (RCO) grant process timeline. The Port should have the 30% permit set in time for the grant application for construction funding submittal deadline of July 1st. He explained the Port will continue to work with CHE through Task 6 in the contract, which is "Final Design & Bid Package" (95-100% completion). By the time RCO makes the funding decision in Spring 2014, the Port will be ready to begin construction.

Gregoire said CHE has experience with RCO grant applications and maybe their engineers should attend the RCO presentation. Anderson noted that he has experience with the RCO grant application, presentation and submittal process, as he was with the Port when the Boat Ramp Boarding Floats were successfully presented and funded, so between Mozer and himself, they've "got it covered."

Anderson reported an interesting email exchange with CHE's Joel Darnell earlier that day, when Anderson referred to the 95-100% bid set, Darnell wrote: *"Of course, presuming that there are funds remaining to do that..."* Anderson said, *"And I had to point out to him that in fact that Task 6 in their contract was to do that for the existing amount of money."* Gregoire said that needs to be clarified because there was a lot of discussion last October about that amount not being realistic. He thinks they can put an argument together to present to RCO as to why it's not possible to do all that work for that amount of money and why they should provide additional funding. Anderson said, *"I understand that,*

but we have a contract with Coast & Harbor Engineering that says they will do it for that original amount, and any modification to that contract would require Board action and approval.”

Cell Tower Permit Update: Referring to the Review Letter dated March 31st from Island County Planning & Community Development (**EXHIBIT G**), Anderson said, *“We broke whatever logjam was holding up the permit application, and as soon as we did, we handed over a new logjam to Bill North of The North Group to figure out a way through.”* Gregoire said he was kind of shocked at the level of detail the County got into about the whole issue of the corporation name, etc. He wondered if they should talk to the Port Attorney about it, and Gordon said, *“No. The North Group needs to deal with the application – not the Port.”* Anderson agreed, adding that he doesn’t have any concern for the Port from a liability perspective. The Commission agreed it is The North Group’s responsibility to respond and there is no reason to involve the Port Attorney at this point. Gregoire asked about the application date, and Anderson noted that the Review Letter incorrectly states it as July 3, 2013, but it was actually submitted February 28, 2013; more than a year ago.

Port Operations

EXECUTIVE SESSION: The Board of Commissioners went into Executive Session at 8:38 p.m. for an expected duration of 15 minutes to review the performance of public employee(s). The Board came out of Executive Session at 8:58 p.m.

- **Organizational Restructure:** The Commission agreed to table the discussion and instead hold a Special Meeting on April 15th at 6 p.m. in the Port office to discuss the topic.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG) and Skagit-Island Regional Transportation Policy Organization – Technical Advisory Committee (RTPO-TAC), Washington Public Ports Association (WPPA), and Clinton Community Council (CCC):

COG: Meeting was cancelled.

RTPO: Gordon was out of town for the last meeting; will attend April 10th meeting.

WPPA: Gordon will try to attend the annual meeting.

CCC: The CCC has been working hard on the issues of walkability and bike trails. They have been working with Island County and they’ve found some great connections at Washington State Dept. of Transportation as well. He asked Mozer to describe the upcoming Flavors of Spring Dinner to be held at the Clinton Community Hall on April 26th. She explained it is a partnership between the CCC, Clinton Progressive Association, Clinton Thursday Market and the Leadership team she has been participating in. The Leadership team put together a business plan and a program to occur in Clinton surrounding locally sourced foods. The culmination of the team’s effort is this “pop-up restaurant” and it will be the kick-off of a regular program of pop-up restaurants, dining opportunities, food markets and food-based classes all using local food.

Gregoire: Economic Development Council (EDC), Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee

EDC: A workshop to discuss the Island County Fairgrounds Strategic Plan will be held April 30th.

Gregoire said the group is struggling with how to present that Plan to the Island County Commissioners. Langley and Island County SMP Committees: No report.

Other Activity: Gregoire met with Island County Commissioner Helen Price Johnson and South Whidbey Parks & Recreation District (SWPRD) Executive Director Doug Coutts earlier in the day for a “brainstorming session.” The SWPRD is looking at some alternative structures for the District. They have a levy on the ballot. The three will meet again in another month or two after the election outcome is known.

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

MRC: Halloran provided a written recap of the recent meetings (**EXHIBIT H**). He added that he found the group productive and the subjects very interesting. The individuals on the MRC are very intelligent and dedicated. He views the meetings as very valuable, noting the MRC has an obvious connection to and impact on all of Island County's Port Commissions.

Langley: Halloran provided his 3/22/14 Meeting Notes (**EXHIBIT I**) and a verbal report on the 4/7/14 Meeting. At the meeting yesterday, Carolyn Tamler asked him specifically to speak with Gordon regarding some ideas being kicked around by Goosefoot for a cold pack facility and a cold storage facility. Goosefoot would like to talk with the Port about working together.

OLD BUSINESS

Island County Fairgrounds Strategic Plan: Gordon noted that the EDC spearheaded the study and hired the consultant. It is still up to them to get back to the Island County Commissioners with a recommendation. He said, *"I think the only statement I want to make as a Port Commissioner until that happens is that I want to see the Fair itself retained long-term. In terms of the Plan, I'd like to just wait until the EDC has made its recommendations per the original structure set up by the Steering Committee."* Gregoire said that the EDC may not be the correct mechanism to carry out the Plan. Gordon said he wasn't sure that the EDC intended to do anything more than the study. The Commission agreed to table further discussion pending action by the EDC.

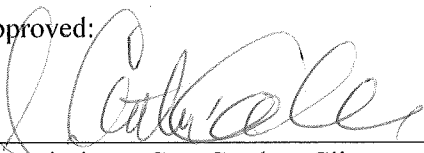
NEW BUSINESS:

Island County Comprehensive Plan (Economic Development Element): Mozer tried to contact Island County Planner Brad Johnson but has not had any response. Gregoire suggested the Port should put together some questions based on the goals & objectives of the Comp Scheme and ask the County to tell us how GMA (Growth Management Act) helps or doesn't help the Port to achieve them. Gordon agreed and suggested they could hold a Special Meeting with Johnson and EDC Executive Director Ron Nelson and try to design something that would be easier for Island County to add an economic development to their Comp Plan as other counties have.

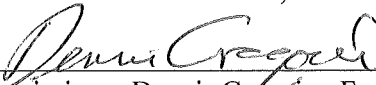
Island County Construction Programs – Requests for Suggestions for Improvements: In Island County's letter dated 3/25/2014 (**EXHIBIT J**), Public Works Roads Division is seeking suggestions for improvements to the facilities in the Six-Year Capital Improvement Program (CIP) 2015-2020, the Six-Year Transportation Improvement Program (TIP) 2015-2020 and the Annual Road Construction Program for 2015. As in previous years, the Commission agreed to return a comment indicating the Port's belief that Island County needs to leave the intersection of Crawford Rd/Highway 525 and the separate Crawford Road Improvement Plan in the TIP. Gordon noted that the biggest bulk of the commercial property is in an around the airport and there's no decent county road to get to it. Mozer was tasked with preparing the response letter as discussed.

ADJOURNMENT: The Meeting was adjourned at 9:36 p.m.

Approved:



Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland



Commissioner Ed Halloran, Langley

Minutes reviewed by:



Dane Anderson, Management Consultant

- Exhibit A: Voucher Listing
- Exhibit B: February 2014 Financial Statement
- Exhibit C: Memorandum 2014-2 to Transfer \$116,141.98 from Bond Fund to General Fund
- Exhibit D: Draft Ribbon Cutting Ceremony Program
- Exhibit E: Finance Manager Report on Harbormaster Compensation
- Exhibit F: Coast & Harbor Engineering's Project Status Update
- Exhibit G: Island County Planning's 3/31/14 Review Letter re: Cell Tower Permit Application
- Exhibit H: Halloran's Meeting Notes from recent MRC Meetings
- Exhibit I: Halloran's Meeting Notes from 3/17/14 Langley Council Meeting
- Exhibit J: Island County Public Works' 3/25/14 Letter seeking suggestions for improvements