

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

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA
Tuesday, May 13, 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 May 2014 Vouchers in the amount of **\$58,690.18** and approval of Minutes from the Regular Meetings of December 10, 2013 and January 14, 2014; Special Meetings of January 7 and January 28, 2014; and Public Hearing for the Comprehensive Scheme of January 14, 2014.

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

FINANCIAL UPDATE

March 2014 Financial Statement and Finance Manager Report

STATUS REPORTS

South Whidbey Harbor

Phase 1 Project

- Construction
- Signage

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

- Restroom Locks
- Offsite Parking at Langley Middle School

Possession Beach Waterfront Park

Boat Ramp Renovation Project

Cell Tower Permit Update

Port Operations

Resolution No. 14-03 Designating an Agent of Record for Damage Claims

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

Island Beach Access (March 2014 Application for Funds)

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

May 13, 2014

Langley, Washington

Commissioners Present: Curt Gordon (Clinton) and Ed Halloran (Langley) **Absent:** 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:** Mel Trenor & Jane Seymour (Island Beach Access), Celeste Erickson (South Whidbey Record) and Joel Darnell (Coast & Harbor Engineering)

MEETING CALL TO ORDER: Following a Workshop from 7:15 p.m. to 7:30 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 13, 2014, 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 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 Regular Meetings of December 10, 2013 and January 14, 2014; Special Meetings of January 7 and January 29, 2014; and Public Hearing for the Comprehensive Scheme of January 14, 2014.

The Minutes presented required approval of at least two of the three Port Commissioners who attended the meetings. Since Commissioner Ed Halloran was not appointed until February 2014 and Commissioner Dennis Gregoire was absent from this evening's meeting, the Minutes were removed from the Consent Agenda and will be considered at the regular June meeting instead.

ACTION: A Motion was made by Halloran and seconded by Gordon to authorize and accept the Vouchers dated May 2014 as signed today in the amount of \$58,690.18. The Motion passed unanimously.

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

FINANCIAL UPDATE

March 2014 Financial Statement and Finance Manager Report: The Commission acknowledged receipt of the March 2014 Financial Statement (**EXHIBIT B**) which was distributed to them previously. Port Finance Manager Angi Mozer said the Port received \$125,000 in tax, operating and grant revenue and incurred \$85,000 in operating and capital expenses during February 2014. Ending cash balance at 3/31/14 was \$443,000 consisting of \$116,000 in the Bond Fund and \$327,000 in the General Operating Fund. The South Whidbey Harbor had a significant revenue increase in March. Mozer explained it was due to rate increases and the ability to accommodate larger vessels on the breakwater (Docks D and E).

STATUS REPORTS

South Whidbey Harbor

Harbor Operations: Since the new docks opened in March, Harbormaster Duncan McPhee said three large groups have stayed and filled the Harbor them to capacity (plus rafting). The seas were pretty rough when the first group visited but there were no complaints. He said, *"All three groups were thrilled to be out there, and people in general love being out there."* The facility is working very well. Several more big groups will be coming and the Harbor is full for DockStock weekend (8/22-24/14).

- Restroom Locks: The combination locks are currently programmed to lock at 9 p.m. and unlock at 9 a.m. Harbor Staff has received several comments about the restrooms being cleaner and more pleasant to use since the locks were installed. McPhee reported fewer man hours spent cleaning and there have not been any real complaints. Staff has successfully managed parking to provide access for all users and not just for the Mystic Sea whale watchers.

Phase 1 Project

- Construction: Management Consultant Dane Anderson is working on the close-out of the project. Mike Carlson Enterprises/Neptune Marine is requesting an additional \$10,000+ in payments through the force account, which has about \$4,600 remaining. Anderson explained that by contract, it is suspect to use the force account for that item. Gordon noted that the item (dive survey) was per the direction of the engineer. Mike Carlson has unofficially asked if the Port wants to take on the last punch list item of sealing the new docks. Anderson's response was the Port would consider it if the contractor provided the necessary information regarding application requirements and precautions needed for over-water work. Neptune Marine essentially refused to provide any information. Gordon said the value of the work would need to be determined (including the cost to hire someone else to do it) and compare that to the amount deducted off the contract. Anderson noted that MCE would not provide a warranty if the Port did the work.
- Signage: Anderson said the pedestrian sign at the bottom of the pier was bid by a local firm and they have approval to proceed.
- Opening Ceremony/Ribbon Cutting: The Commission commended and thanked Port staff for organizing the ceremony.

Rural County Economic Development Funds (RCEDF) Grant for Outside Mooring; Engineering: Mozer had previously polled the Commission on the draft InterLocal Agreement (ILA) between the Port and Island County for the RCEDF award (**EXHIBIT C**). Since there were no requested changes, ILA was signed by Gordon as President and sent to the Board of Island County Commissioners for approval. Gordon noted that the award requires the Port to report annually on the economic benefits of the project for the next five years.

Harbor Operations (continued)

- Offsite Parking at Langley Middle School (LMS): Earlier in the day, Mozer received an update from Jeff Arango (Langley Director of Community Planning) in the form of an addendum to the Memo the Commission had previously reviewed and discussed. The addendum does address the additional details requested by the South Whidbey School District (SWSD) Board, including the "sticky" issue of maintenance responsibility. The addendum states, "...the Port agrees to accept maintenance responsibilities that are consistent with other users of the parking facility, including Whidbey Children's Theatre, WICA, Island Shakespeare Festival, etc." Mozer will provide the Commission with copies of Arango's update. The next step is to meet with SWSD Asst. Superintendent of Business & Operations Dan Poolman, with the hope that he will then help the Port defend and present the plan to the School Board for their approval.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Coast & Harbor Engineering (CHE) had previously provided a draft Technical Memorandum regarding the Boat Ramp Basis of Design (**EXHIBIT D**). CHE had also

prepared and submitted Plan & Profiles for the Existing Ramp and 3 Conceptual Ramp Alternatives (**EXHIBIT E**). In order to stay on task and meet the timeline, Anderson said it would be great to get a preferred (but not final) option from the Commission this evening. The decision could then be finalized at the regular June meeting. Joel Darnell (CHE) provided a brief update on the scope of work completed to date. Tasks 1 and 2 (Existing Data and New Data Collection) are done, and CHE is currently working on Task 3 (Boat Ramp Rehabilitation Feasibility Alternatives and Alternatives Analysis). The project design elements are focused on replacement of the existing boat ramp and existing pilings and minor float repairs. Permits are required from local, state and federal agencies for replacement of the ramp and pilings, but there are no permits needed for the float repairs.

Darnell reviewed the drawings of the Existing Ramp and all three Conceptual Ramp Alternatives. He explained that currently the ramp is lower than the beach, and the lower 50-60 ft. of that ramp is buried. All three Alternatives include the following features:

- Elevate the ramp by adding 12” thick foundation gravel and new 8” thick pre-cast concrete on top of the existing ramp
- All creosote timber pilings (16) removed and replaced with 6 galvanized steel pilings with pile caps
- New 0.5” overlay in asphalt maneuver area
- New CIP (cast in place) concrete at top of ramp
- New precast concrete planks on slope with a half flat-top/half V-groove surface and steel rail guides

By raising the ramp, Darnell explained CHE is trying to “mimic nature” and match the beach profile as close as possible to reduce ramp maintenance (sediment removal, etc.). CHE’s research of historical photos, surveys and the ramp as-builts indicates that the shoreline is not static – it does move around a little bit – but the net change is pretty negligible, especially on the north side. The net sediment flow is from south to north.

Darnell briefly presented the alternatives as follows:

Alt 1: Leaves the bottom portion of ramp buried; raises approach slab to ramp

Alt 2: Adds new precast concrete planks on the existing grade of bottom 40’ of ramp; raises approach slab to ramp

Alt 3: Adds new precast concrete planks on existing grade of bottom 40’ of ramp; moves the floats and pilings to the opposite side of the ramp (south side); removes existing concrete abutment from north side and adds new concrete abutment on south side

Regarding Alt 3, Halloran asked for the rationale for moving the floats & pilings to the opposite side of the ramp. Darnell replied, *“We couldn’t find any evidence or basis as to why they are on the north side.”* Halloran asked Harbormaster Duncan McPhee about the recently completed South Whidbey Harbor Boat Ramp Floats project. McPhee explained that the floats were originally on the other side of that ramp. He added, *“I think with the floats on the side they are now, in addition to ease of docking for the boats, it allows us to push the sand off the ramp in a more efficient way in the direction it naturally wants to go.”*

As a boater, Gordon said he preferred to have floats on the driver’s side of his truck as he is launching or pulling the boat out. Everyone agreed it’s easier to back up that way.

Gordon asked for a ballpark cost estimate of renovating the bottom 40’ of ramp (as shown in Alt 2 and 3). Based on average cost of \$1,000 per linear ft, Darnell said it would cost \$40,000-\$50,000 in addition to the \$350,000-\$450,000 rough estimate for Alt 1.

The current ramp is 32' wide and provides enough width launching for two vessels simultaneously. All 3 alternatives maintain that 32' width. CHE's Ramp Replacement Criteria states: *"the design shall provide a launch lane width of no less than 20 ft wide if a single launch lane is selected. For a two lane launch, minimum width will be 30 feet."* Anderson wondered why it is spec'd as a two-wide launch, since it would be pretty tough to get two trucks and trailers in position in the asphalt maneuver area. Although it could be reduced in width, Darnell pointed out that as far as permitting, etc. goes: If you downsize, you can't go bigger (wider) later. The Commission agreed the 32' width should remain.

Halloran and Gordon agreed their preferred alternative was Alt 3 and including the bottom 40' of ramp. Anderson asked if CHE had a preferred design and Darnell said they did not. He provided the following summary: *"Alternative 1: The reason you would do this is to save some money, at the cost of maybe service to your users. I think there's a trade-off there and you need to recognize that. Alternative 2: Similar approach to the ramp – it's just slightly longer where you hit that flat spot and put the planks down at a more natural slope (whatever the slope of the beach is there). You could then launch off the concrete instead of compacted gravel and whatever else is down there. Alternative 3: The main difference is the floats & pilings would be switched to the south side. You could go with either the longer or shorter ramp in any alternative. We haven't completed our analysis of Alternative 3 to determine (for example) if there are some negative impacts from the sediment perspective – will it change the dynamic there, etc."*

The Commission thanked Darnell for coming and he left the meeting at that time.

[The Commission agreed to move up Agenda item "Island Beach Access (March 2014 Application for Funds)" from Old Business to allow their representatives to leave the meeting early.]

Island Beach Access (March 2014 Application for Funds): Mel Trenor and Jane Seymour were on hand to provide an update. Trenor provided copies of a packet he had prepared (**EXHIBIT F**). The packet included a letter explaining how Island Beach Access (IBA) will use the approved funds, a list of South Whidbey road ends that need signage, and photographs and drawings of sample signs. The funds allocated will be initially used to establish signage to inform the public about the location and facilities at public beach access areas. Phase One entails the posting of signs for public beaches that are not owned by the Port. The signs would be visible from the water and the road. The list of public beach accesses includes Mutiny Bay (3 accesses: Shore Meadow road, Robinson's Park & Limpet Lane), Sunlight Beach, Brighton Beach, Payne Road End, Island County Public Park & Playground (near Baby Island), and Glendale (road end parking; beach access by owner's permission). Phase Two entails enhancing IBA's website to ensure it is both easy to use and informative for locals and visitors.

Gordon did not believe Glendale should be on the list at this point. He reiterated the Port's requirement that none of the proposed sites should be in contention from private property owners. He suggested IBA should do one location at a time after cleanly verifying it is in fact a public beach access area before moving on to the next one. IBA was directed to start with one, submit a proposal and a cost estimate and provide a signage guarantee (similar to a short plat guarantee). Trenor and Seymour agreed and will provide an update at next month's regular meeting.

Cell Tower Permit Update: Anderson reported that Island County issued a review letter to The North Group (AT&T's representative). The North Group is preparing a response and has requested to meet with the County to discuss some of the details. The County has not yet responded to that request. Anderson received a request from American Tower for 10 changes to the Lease Agreement with AT&T. American Tower is not on the Lease, and after reviewing the requested changes Anderson concluded the firm does not have a lot of experience with cell towers. He subsequently "pushed it back" to Bill North of The North Group informing him that the Port is not interested in changing the lease. No further Port action is needed at this time – it is between Island County and The North Group.

Port Operations

Resolution No. 14-03: Designating an Agent of Records for Damage Claims (**EXHIBIT G**): Mozer explained the Resolution designating an agent of records for damage claims is required by Enduris, the Port's insurer. The Resolution designates the Port Clerk as that agent.

ACTION: A Motion was made by Halloran and seconded by Gordon to approve and adopt Resolution No. 14-03 Designating the Port Clerk as the Agent of Record. The Motion passed unanimously.

Organizational Restructure: The Port received five applications in response to the Help Wanted ad for the position of Maintenance & Operations Supervisor. Mozer and Anderson have completed 2 of the 3 interviews, with the final one scheduled for the following morning. They plan to extend an offer by the end of the week.

The Bush Pt. and Clinton Beach Manager position will be eliminated as of June 1st. That employee has been notified and given the option of submitting a rental application for the Bush Point residence.

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 cancelled.

RTPO-TAC: The meeting was held at the new Island Transit transportation facility. Martha Rose provided a thorough tour. Gordon said it was definitely built for future growth. It wasn't lavish, but it is a really nice facility. He was also able to connect with Island County Transportation Planner Doug Cox, who provided additional information on the Mukilteo Multi-Modal Planning meetings.

WPPA: No report; will attend WPPA meeting the next day.

CCC: Gordon mentioned the "Flavors of Spring Dinner" at the Clinton Community Hall on April 26th. Mozer explained it was a community dinner to kick off the food-based program in Clinton that she and the other members of the Leadership Team helped put together with the CCC, Clinton Thursday Market and Clinton Progressive Association. A business plan was developed to bring locally sourced food and people together at events like the Spring Dinner. The intention is to do more "pop-up restaurants" and food-based classes in Clinton and generate more excitement and revenue around food. The Clinton Thursday Market hopes to expand and extend their season beyond July and August. Gordon said the group is also interested in having a commercial kitchen at the Hall and they might seek Port assistance with funding and/or grant applications for it.

Gregoire: Economic Development Council (EDC), Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee: Absent; no reports.

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

Langley: Halloran reported the City had passed an Ordinance for a six-month moratorium on any destruction of heritage structures in Langley after the owners of the Dog House building inquired about the demolishing process and requirements. The Second Street project is progressing well.

MRC: Halloran said, *"I think they are the most fascinating group of people I have ever met. It is extraordinary to sit with a volunteer group where every one of them is an expert in their field serving as a point person on a project with literally dozens and dozens of volunteers."* He was especially impressed when one man said he had modified his aircraft in order to mount a camera on the wings to take pictures of eelgrass. The MRC's biggest effort right now is their Work Plan for Sep 2014-Aug 2015. It will be used to work with the Northwest Straits Commission for their grant monies. The last MRC meeting featured a presentation from Snohomish PUD on tidal energy and the two turbines in Puget Sound.

OLD BUSINESS

Island County Fairgrounds Strategic Plan: Commissioner Dennis Gregoire had emailed Mozer prior to the meeting with the following: *“The EDC will pass on the completed study to the County for consideration. I think the Port should support future efforts by the County to take comments on the fair study and move forward with some programs to keep the Fair operating and to make more efficient use of public resources existing at the fair site. The current study provides a good effort to move forward. More collaboration is needed with stakeholders and I think the Port should be a player in this process – whatever that process becomes.”* Gordon said the Board of Island County Commissioners needs to make a determination and until that happens there isn’t really anything for the Port to discuss. Halloran agreed.

NEW BUSINESS


Island County Multi-Jurisdiction Hazard Mitigation Planning Process: Island County is in the process of updating its Hazard Mitigation Plan. Eric Brooks (Deputy Director, Dept. of Emergency Management) emailed an explanatory letter describing the process and outlining the expectations if the Port chooses to be a planning partner (**EXHIBIT H**). The County requests a Letter of Intent to Participate by May 30, 2014. The Commission agreed to participate in the process, acknowledging that it will involve Staff time to do so (estimated 40-50 hours over the 12-14 month period).

ACTION: A Motion was made by Halloran and seconded by Gordon to participate in the Island County Multi-Jurisdiction Hazard Mitigation Planning Process and send Port Staff as needed. The Motion passed unanimously.

Mozer was directed to draft the Letter of Intent for Gordon’s signature as President of the Port Commission prior to the deadline.

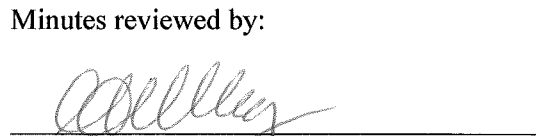
ADJOURNMENT: The Meeting was adjourned at 9:47 p.m.

Approved:




Commissioner Curt Gordon, Clinton

Minutes reviewed by:



Angi Mozer, Interim Executive Director

ABSENT

~~Commissioner Dennis Gregoire, Freeland~~


Commissioner Ed Halloran, Langley

- Exhibit A: Voucher Listing
- Exhibit B: March 2014 Financial Statement
- Exhibit C: RCEDF InterLocal Agreement between Port & Island
- Exhibit D: Draft Technical Memorandum dated 5/7/14 (Coast & Harbor Engineering)
- Exhibit E: Plan & Profiles of Existing Ramp & 3 Conceptual Ramp Alternatives (Coast & Harbor Engineering)
- Exhibit F: Packet from Island Beach Access dated 5/13/14
- Exhibit G: Resolution No. 14-03: Designating an Agent of Records for Damage Claims
- Exhibit H: 5/12/14 Email & Expectation document re: Island County Hazard Mitigation Plan Update Process