

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

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

Tuesday, June 10, 2014

Workshop begins at 6:00 p.m. and Regular Meeting begins at 7:30 p.m.

AGENDA

WORKSHOP (6:00 – 7:30 PM): The purpose of the Workshop is to gather public feedback on the proposed design for the Possession Beach Waterfront Park Boat Ramp Renovation Project. If time allows, Commission review of vouchers and recent correspondence will follow.

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

Consent Agenda

Approval of June 2014 Vouchers in the amount of **\$60,230.90** and approval of Minutes from the Regular Meetings of December 10, 2013, January 14 and February 11, 2014; Special Meetings of January 7, January 28 and February 6, 2014; and Public Hearing for the Comprehensive Scheme of January 14, 2014.

SPECIAL PRESENTATION: Island Beach Access Update

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

FINANCIAL UPDATE

April 2014 Financial Statement, 2013 Annual Report 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

- Offsite Parking at Langley Middle School

Possession Beach Waterfront Park

Boat Ramp Renovation Project

Maxwelton Beach, Freeland Park & Mutiny Bay Boat Ramps

Port Operations

Resolution No. 14-04 (Boating Facilities Program Authorizing Resolution) for submitting application for grant funding assistance for Possession Ramp Construction Project to the Recreation & Conservation Office (RCO)

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

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

June 10, 2014

Langley, Washington

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

Others Present

Port Staff: Molly MacLeod-Roberts (Port Clerk), Dane Anderson (Management Consultant), Duncan McPhee (Harbormaster) and Wayne Nance (Maintenance & Operations Supervisor); **Public:** Laurence Bucklin (University Place), Thomas Stinson (Freeland), Don McArthur (Freeland), Kevin Lungren (Langley), Jim Sundberg (Langley City Councilmember) and Mel Trenor & Jane Seymour (Island Beach Access)

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, June 10, 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 7:32 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, January 14 and February 11, 2014; Special Meetings of January 7, January 28, and February 6, 2014; and Public Hearing for the Comprehensive Scheme of January 14, 2014.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Dennis Gregoire to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated June 2014 as signed today in the amount of \$60,230.90. The Motion passed unanimously.

SPECIAL PRESENTATION

Island Beach Access (IBA) Update: Mel Trenor and Jane Seymour were on hand to present the update. Trenor reported that Island County had approved and installed a seaward viewing sign at Marisa Lane. The County agreed to place signs at Robinson Road as well on both the land and water side. The estimated cost of each plastic sign facing the water is \$50, including the stickers that go on them. Trenor did not know if the County would charge anything for the brown land-based signs. Next on the list are Limpet Lane and Shore Meadow Road, both of which Trenor said are non-contested but need to be defined. Halloran suggested a small article in the South Whidbey Record about the successful activities would be beneficial. Trenor agreed and said the Washington Water Trails organization is also very excited about the addition of water signage. Jane Seymour said their recent newsletter had a good-sized spread on Whidbey Island providing great exposure.

PUBLIC COMMENT – Items not on Agenda

Laurence Bucklin (neighboring property owner at Possession) asked what Island Beach Access envisions at Possession Beach Waterfront Park. Gordon explained that the focus there is providing a thin, flexible sign that is visible from the water designating where there is public beach access for kayakers, etc. Seymour said the IBA website will provide information about the amenities for each site. It will also

inform the public that Possession Beach Waterfront Park is for day use only but nearby Possession Point State Park allows overnight camping. Washington Water Trails also provides that information. Bucklin said the edges of Possession Beach Waterfront Park were intended to be buffers. He said, *“So if you’re going to be bringing people in (kayakers, personal watercraft, etc.), I would ask that the Port consider limiting landing and all their activities to the middle of the area (where the picnic tables are) and away from the buffers.”*

FINANCIAL UPDATE

April 2014 Financial Statement, 2013 Annual Report and Finance Manager Report: On behalf of the Commission, Gordon was pleased to announce Port Finance Manager Angi Mozer delivered a healthy baby girl very early that morning, and both were doing well. The Commission acknowledged receipt of the April 2014 Financial Statement (**EXHIBIT B**) and the 2013 Annual Report (**EXHIBIT C**) (distributed previously). Management Consultant Dane Anderson said the Port received \$193,000 in tax, operating and grant revenue and incurred \$157,000 in operating and capital expenses during April 2014. Ending cash balance at 4/30/14 was \$478,000.

STATUS REPORTS

South Whidbey Harbor

Phase 1 Project

- **Construction:** Management Consultant Dane Anderson said the last punch list items will be completed this week, including sealant on the new docks by the subcontractor (following the re-cleaning of the new docks after “a re-calibration of the expectations”). The issue of the diving work performed by the subcontractor has been resolved within the budget.
- **Signage:** All the signs approved by the Langley Design Review Board are in production and scheduled for installation by Symbols & Signs later this month.

Rural County Economic Development Funds (RCEDF) Grant for Outside Mooring; Engineering: the InterLocal Agreement with Island County was fully executed on June 2nd (**EXHIBIT D**). Port Staff will create a Request for Qualifications (RFQ) or a Request for Proposals (RFP) for the engineering and design of the outside mooring structure on the new Harbor breakwater and an underwater survey of the Harbor structures. Gordon said his preference is an RFP for this project. Gregoire thought they would do an RFQ. After a brief discussion, the Commission agreed and Anderson was authorized to proceed with preparing a Request for Proposals.

Harbor Operations

- **Offsite Parking at Langley Middle School (LMS):** As discussed at the last regular Port meeting, Langley Director of Community Planning had provided the Port with an updated memorandum (**EXHIBIT E**) that will go to the South Whidbey School Board describing the pilot parking program that will allow South Whidbey Harbor boats and trailers to park in the LMS lot. The next step is to meet with Asst. Superintendent of Business & Operations Dan Poolman, try to convince him to be an advocate for the plan, and get School Board concurrence with the plan at their next meeting on June 25th. The Commission agreed Anderson should schedule the meeting with Poolman and plan on presenting it at the next School Board meeting.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: As discussed at the 6:00 p.m. Workshop earlier in the evening (for which separate Minutes are prepared), Coast and Harbor Engineering (CHE) had prepared the drawings for the draft Joint Aquatic Resource Permit Application. The Workshop included discussion regarding the existing Conditional Use Permit and Anderson will review with CHE the Final Environmental Impact Statement and Option C for the original project. As agreed during the Workshop, an additional public meeting will be held (date to be determined) to discuss the project and Matt Kukuk of Saratoga Environmental & Land Services (CHE’s permit specialist) will attend.

Anderson pointed out the application for a Boating Facilities Program grant is due at the end of the month. The Commission agreed the application should be submitted based on Alternative 3, which is the most expensive of the three alternatives provided.

Maxwelton Beach, Freeland Park & Mutiny Bay Boat Ramps: Gregoire provided a handout he prepared titled "Phased improvements to Maxwelton Ramp" (**EXHIBIT F**). He explained that since 2006, "Mother Nature" built a sand spit at Maxwelton, resulting in blocking ramp access. High tide creates a marsh between the spit and the Park, and access to the beach is eliminated from the Park. He suggested the salt marsh could be left there and some sort of pedestrian "bridge" put in place linking the ramp to the berm. Gregoire said he would bring up the issue when he next meets with Island County and South Whidbey Parks & Rec District. The Commission agreed to table further discussion until the next Special Meeting.

Port Operations

Resolution No. 14-04 (Boating Facilities Program Authorizing Resolution) for submitting application for grant funding assistance for Possession Ramp Construction Project to the Recreation & Conservation Office (RCO) (**EXHIBIT G**): Gordon explained that the Port currently has an RCO grant for design & permitting for the project, and this application is a 75% reimbursable/25% matching grant for the construction project.

ACTION: A Motion was made by Gregoire and seconded by Halloran to approve and adopt Resolution No. 14-04 to authorize submitting the grant application for a Boating Facilities Program grant for Possession Ramp Construction Project. The Motion passed unanimously.

Organizational Restructure: Anderson said the Restructure was going well. After interviewing 3 of the applicants, he and Mozer offered the position of Maintenance & Operations Supervisor to Wayne Nance, who accepted. Nance and his wife have been the resident managers at Possession since 2007. His first day as M&O Supervisor was June 1st and by the 2nd day of work he had prepared a "To Do List" for all the facilities. It was combined with the list Anderson created and is now 6 pages long.

Nance's first priority task was to thoroughly clean the Clinton Beach & Pier in preparation for the Washington State Ferries' celebration of the newest addition (the "Tokitae"). Nance reported that there is a lot of deferred maintenance to be done at the facilities. Gordon congratulated and thanked Nance for accepting the position.

EXECUTIVE SESSION: The Board of Commissioners went into Executive Session at 8:25 p.m. for an expected duration of 10 minutes to review the performance of a public employee. The Board came out of Executive Session at 8:38 p.m.

Gordon said that Anderson's existing contract limits his work as Management Consultant to no more than 20 hours per week. While the Finance Manager is on maternity leave, Anderson will need to continue as Management Consultant and take on the duties of Finance Manager and 20 hours will likely be insufficient to do both.

ACTION: A Motion was made by Halloran and seconded by Gregoire to authorize amending the contract with Management Consultant Dane Anderson to remove the limitation of no more than 20 hours worked per week. The Motion passed unanimously.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: The MRC had \$10,000 available and after discussion, the group agreed it should be used to enhance GPS equipment that is used on various projects. Noting that the discussion started with 10

different ideas, Halloran said he was impressed with how well the MRC members worked together and how quickly they came together on the decision.

MRC held a joint meeting with the Water Resources Advisory Committee on June 5th. Whidbey Camano Land Trust (WCLT) had requested Letters of Support for the Glendale Shoreline Access Project and for the Waterman Nearshore Acquisition Project. The MRC discussed and agreed to provide Letters of Support for both projects (**EXHIBIT H**). Halloran said the MRC would like the Port consider providing similar Letters of Support. He explained that support would not involve any money as the WCLT would provide the funding for maintenance, etc.

Gordon said he wants to look into the projects more and ask questions of the WCLT, adding that the Port needs to support projects that benefit the Port District in terms of economic development. Halloran said he would follow up with WCLT Executive Director Pat Powell. The Commission agreed to postpone discussion until next month's meeting.

Langley: The City has hired a new police chief and appointed a new councilmember. The Second Street project should be completed by the end of the week and the City is planning a grand opening on July 9th.

Gregoire: Economic Development Council (EDC), Langley Shoreline Master Plan (SMP) Committee and Island County SMP Committee: No reports. Gregoire met with Island County Commissioner Helen Price Johnson and SWPRD Executive Director Doug Coutts. The three of them shared descriptions of their facilities and are identifying what common ground the facilities have. Down the road, Gregoire envisions a Memorandum of Understanding (MOU) in 2014 between the three entities that identifies the common areas and sites they want to work together on, to be followed with an InterLocal Agreement (ILA) in 2014 or later. He said the County would be losing its Parks Dept. funding in 2016 because of legislative action. The SWPRD has already picked up some of the County's facilities and maintenance and is on a path to continue that pattern. Gordon clarified: *"The County is losing the funding they prefer to use last for funding the parks. They funded parks before they had that funding. They choose to not get it from the General Fund. They chose to spend \$70,000 on the Fairgrounds Strategic Plan and they didn't get it from RCEDF – they took it right out of their General Fund. They continue to state that they are losing their parks funding, but they chose to put all their eggs in that one basket. They can choose to take money out of their General Fund to fund parks. This is an excuse for them to walk away from funding the parks on the south end."* He suggested Gregoire use a little caution going forward.

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):

WPPA: Gordon highly recommended that Staff and Commissioners take the opportunity to attend WPPA seminars. He has attended 3 or 4 of them and last month's was the best one so far, with lots of good resources. The Anderson Hunter Law Firm is presenting an Open Public Meetings Act/Public Records training and certification the following day, and Halloran, Gordon and Port Clerk Molly MacLeod-Roberts will attend. Gordon said an attorney during one of the WPPA sessions stated that MOUs should not be used any longer; go straight to an ILA instead. He will ask Port Attorney Brad Cattle about it tomorrow. Enduris had a Human Resources Specialist at the seminar that was very informative. Enduris has a template for an employee handbook that might be useful to the Port. A lot of information was provided on derelict vessels as well (on file in the Port office). If the Port does not require every long term (over 30 days) moorage customer has liability insurance of at least \$300K, the Port will not be covered under the Derelict Vessel Act.

COG: Main discussion centered on funding for the homeless (providing rental assistance for affordable housing, etc.).

RTPO-TAC: Meeting was cancelled.

CCC: Doug Coutts from the SWPRD has been attending the meetings. Island County Planner Will Simpson came to a meeting and talked about how Clinton could have a voice at the County even though it is not a municipality.


OLD BUSINESS

Island County Fairgrounds Strategic Plan: The Port is still waiting for the EDC to come out with a report.

NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 9:15 p.m.

Approved:




Commissioner Curt Gordon, Clinton

Minutes reviewed by:



Angi Mozer, Interim Executive Director

~~Commissioner Dennis Gregoire, Freeland~~



Commissioner Ed Halloran, Langley

- Exhibit A: Voucher Listing
- Exhibit B: April 2014 Financial Statement
- Exhibit C: 2013 Annual Report
- Exhibit D: InterLocal Agreement with Island County for RCEDF (SWH Outside Mooring Project)
- Exhibit E: Memo from City of Langley and Port to South Whidbey Schools re: LMS Parking
- Exhibit F: "Phased improvements to Maxwellton Ramp" (Gregoire)
- Exhibit G: Resolution No. 14-04 (Boating Facilities Program Authorizing Resolution)
- Exhibit H: MRC Letters of Support for WCLT's for Waterman and Glendale projects