

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, December 12, 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 December Vouchers in the amount of **\$93,068.82** and Minutes from the Regular Meeting of November 14, the Special Meetings of November 7 and November 28, and the Budget Public Hearing of November 28, 2017.

SPECIAL PRESENTATION

Island Transit Updates: Mike Nortier, Executive Director

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

October 2017 Financial Statement and Executive Director Report

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Dock

Island County Fairgrounds

- Property Improvements/Renovations
- Fairgrounds Property Manager Report

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

December 12, 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, October 10, 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 November 14, the Special Meetings of November 7 and November 28, and the Public Hearing on the 2018 Budget of November 28, 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 December 2017 as signed today in the amount of \$93,068.82. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

October 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the October 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$244,000 in tax, operating and grant revenue and incurred \$82,000 in operating and capital expenses during August 2017. Ending cash balance at 10/31/17 was \$502,000.

Meeting Location: South Whidbey Parks & Rec District notified the Port that the current meeting room will no longer be available. The Port will be able to use the smaller meeting room during the months of January, February & March but they cannot guarantee the space would be available beyond March. Gordon said he will work with Mozer and Port Clerk Molly MacLeod-Roberts on finding a new meeting location. Once it has been determined, the Commission will amend the By-Laws by resolution accordingly.

STATUS REPORTS:

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. The first two holiday visits by the San Juan Clipper were successful, bringing 200 visitors on Saturday and 177 visitors on Sunday. Preparation for the Seattle Boat Show (January 26th – February 3, 2018) is going well, and South Whidbey residents Phil Simon and Leanne Finlay have volunteered to staff the booth. McPhee recently attended a seminar on obtaining federal and state grant funding for marine facilities. He hopes to secure funds for near future Harbor repairs, maintenance and events. At the seminar, McPhee spoke with the representative from the Recreation & Conservation Office (RCO) who provided positive feedback that the repair/maintenance work would fit into one of their programs. Additionally, the Port may be able to get a “Grow Boating” grant for DockStock. Gordon asked if he was able to quantify the Port’s cost of having the Clipper visit the Harbor (golf cart rental, additional staff, promotion, etc.), and McPhee said, “Yes.” Gordon noted that information would be helpful in getting grants to help offset those costs.

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 Beach Waterfront Park and the Fairgrounds. Notice to Proceed was given to Greenbank Metalworks for the work on the float legs at **Bush Point**. The work will be completed and delivered on site by the end of February, allowing Kisch sufficient time to install the legs prior to launching the floats in April. He is working on a written plan for safely taking the Story Pole down at the **Fairgrounds**. The LED lighting upgrade was completed at **Clinton Beach**.

SPECIAL PRESENTATION (Agenda reordered due to delayed arrival of presenter)

Island Transit Update: Island Transit Executive Director Mike Nortier was on hand to provide the Commission with an update on the agency’s activities. He provided a recap of the year to date. Island Transit’s fleet consists of approximately 60 buses, with 45 used for Fixed Route Bus Service and the other 15 used for Paratransit Service. Prior to this year, the newest bus was purchased in 2012 and the oldest was from 2001. Utilizing grants this year, Island Transit has added 9 new buses and will receive 9 more over the next several months. In July, the agency implemented route changes, including the addition of the “Clinton Commuter Route” to the Park & Rides on weekday afternoons, with the bus tied to the ferry instead of using the fixed route bus schedule. The planned budget for 2018 includes the reintroduction of Saturday service at the end of January. Nortier asked if the Port had any comments/ideas on future services. Mozer said it would be great if Island Transit could provide Saturday and Sunday service to/from the Clinton ferry and the Fairgrounds during the Whidbey Island Fair. He explained they could do it during their normal operating hours, however outside of their normal operating hours, private charter services must be sought first. Unless the charter services decline, Island Transit cannot do it. Nortier also noted that all routes require paratransit support. Adding routes/days/times to Island Transit’s schedule means including additional paratransit support as well, and this requires additional planning and resources. Gordon suggested Island Transit should investigate a fare-based short loop on weekends at least.

Mukilteo Parking: Gordon noted that the Port had previously looked into the possibility of having a Friday through Sunday shuttle that would loop from Clinton ferry to Freeland and Langley. He explained that the proposed Mukilteo tank farm parking would include spaces designated for Whidbey Island overnight visitors, and Island Transit would be needed to take them to their lodgings, restaurants, etc. He suggested Island Transit should investigate a fare-based short loop on weekends at least. Nortier said they are deliberately going into Saturday service and will get a feel for that before going on to Sunday. As for fares, there is a longstanding resolution that requires Island Transit to consider the fare policy each

year as part of the budget analysis, and Nortier said they are looking at it. The Commission thanked him for coming.

Representative Norma Smith is interested in being involved with the tank farm parking lot project. The next step is going to require \$75K-\$90K for preliminary design and permitting. Washington Public Ports Association Deputy Director James Thompson and Smith have offered to help find funding in the legislature.

Clinton Dock: Mozer issued the Notice to Proceed to Combined Construction on November 27th. The contract end date is January 11th, so if all goes well the Dock will reopen by then. Construction is scheduled to start December 26th and estimated time is five days of work.

Fairgrounds

- **Property Improvements/Renovations:** The Port previously received a proposal from Jim Blumenthal of Martin Nelson & Company for a \$400K Bond Anticipation Note (BAN) to be established next week to be followed by a long term bond of \$900K in September 2018 that would retire the BAN and provide an additional \$500K. Since then, interest rates have risen for the 2nd quarter in a row and Blumenthal has encouraged the Port to lock in on the longer term bond now, rather than waiting a year. Doing so could save the Port approximately \$42K over the course of 20 years. He subsequently provided a Revised Proposed Bond Structure Options table with the locked in interest rate. It is structured so the principal and interest payments can be accomplished along with the currently existing 2012 bond (annual payments of \$60K/year) to maintain annual debt service at around \$100K-\$110K. The new \$900K bond would have no principal payments until 2020. The principal payments would then be between \$10K and \$20K per year until the 2012 Bond matures in 2031. Gordon said he wants to see the impact if the Port starts paying the principal now rather than later. Mozer said that if the Commission approved a resolution for the bond at the regular meeting on January 9, the Port would receive the funds by January 23. Halloran said he would like to have a special meeting or work session to discuss the details before then. The Commission agreed, and Mozer said she would schedule it.

The Driftmier Architects previously provided final draft concepts for designing the Black Box Theater and Coffman Building modifications and the electrical map of the property. Today, Driftmier provided cost estimates for designing 3-phase power to the Coffman building and cost estimates for the design to bring 3-phase power to the whole property in general.

The Fairgrounds Advisory Committee met December 1st and made the following suggestions/recommendations:

- The Antique Barn might be a good place to stage the Shelton Story Pole renovation
- A written agreement should be developed between the Port and the Historical Society for the use of the Antique Barn
- A master key system should be developed for the Fairgrounds
- An agreement should be developed between the School District and the Port for continued parking resources using the old middle school baseball fields.
- The Port should research predator perches to try and reduce the rabbit population.

- **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. She is working with Mozer on finalizing the 2018 lease and rental agreements. Her current goals include drafting a \$10K Marketing Plan for advertising and promoting the Fairgrounds and campground, finalize a grander signage plan for the property, formulate branding/identity suggestions for the future of the Fairgrounds and continue working on the Port's tri-fold brochure with McPhee & Mozer.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: At the December 5th meeting, the MRC reviewed the activities and actions from the November retreat. The MRC was told to expect the same \$70K of funding next year. A year ago, the group submitted a white paper on fin fish pens and the Department of Natural Resources has asked that they add to it.

Langley: The December 4th meeting included a proclamation honoring Officer Shoudy for capturing the suspected armed robber of Naomi’s Gas & Store. The City plans to spend \$1.9 million in grant funds on six road projects in 2018.

Joint Parks Committee: No meeting held.

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

EDC: Following the resignations of the Executive Director and Assistant, the EDC has temporarily hired Port of Coupeville Commissioner John Mishasek as the Executive Director.

P&M: The group is working on the Port’s trifold brochure, and the temporary banner advertising the Humphrey Road Parking Lot has been placed on the stairway leading from the highway to the lot.

Gordon: Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

COG: Gordon cancelled the November meeting.

IRTPO: No report.

WPPA: All three Commissioners attended the Annual Conference in Seattle. He attended the session on transportation and learned a lot about electric and autonomous vehicles. In another session, it was noted that eCommerce currently accounts for 10% of total retail sales, and one economist said he believes that in 10 years it will account for 50% of total retail sales.

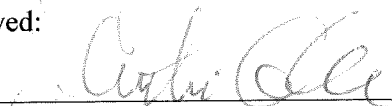
CCC: Conflicted with WPPA Conference; did not attend.

OLD BUSINESS: The State Auditor’s Office completed the Port’s Accountability Audit for the years 2014-2016 and there were no findings.

NEW BUSINESS: There was none.

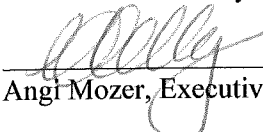
ADJOURNMENT: The Meeting was adjourned at 7:53 p.m.

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.