

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

Held at Grigware Hall at Trinity Lutheran Church, 18341 SR 525, Freeland WA 98249  
Tuesday, March 13, 2018 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 March Vouchers in the amount of **\$108,635.33** and Minutes from the Regular Meeting of February 13 and Special Meeting of February 16, 2018.

*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.*

**APPLICATIONS FOR FUNDS**

South Whidbey Assembly of God – Celebrate America & Fireworks  
Whidbey & Camano Islands Tourism – International Food, Wine & Travel Writers Association  
Organic Farm School – Regional Marketing Plan  
Island Shakespeare Festival – Advertising/Promotion of Festival  
Greater Freeland Chamber of Commerce – Tourism Brochures  
Whidbey Island Arts Council – Off Island Advertising/Promotion of 4 Programs/Activities

**Resolution No. 18-02 Establishing Agreements for Port Grant Funding**

**FINANCIAL UPDATE**

**January 2018 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**

**Fairgrounds**

- Property Improvements/Renovations

**ACTIVITIES/INVOLVEMENT REPORTS**

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

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

**Ng:** Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 13, 2018

Freeland, Washington

**Commissioners Present:** Jack Ng (Freeland), Curt Gordon (Clinton) and Ed Halloran (Langley)

**Port Staff Present:** Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), and Duncan McPhee (Harbormaster) **Absent:** Pat Kisch (Maintenance & Operations Supervisor)

**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, March 13, 2018, in Grigware Hall at Trinity Lutheran Church at 18341 SR 525, Freeland, Washington. Commissioner Jack Ng (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 February 13 and the Special Meeting of February 16, 2018.

**ACTION:** A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2018 as signed today in the amount of \$108,635.33. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

### APPLICATION FOR FUNDS

Gordon reminded applicants that the funds are specifically for the purpose **economic development** for the benefit of constituents within the Port district. Funds cannot be used simply for "community benefit" – there must also be an economic benefit.

- South Whidbey Assembly of God – Celebrate America & Fireworks: Matt Chambers presented the \$2,000 request for the annual July 3<sup>rd</sup> event in Freeland Park. An estimated 4,000-5,000 attend each year, many of them off-island visitors. In Freeland, local businesses estimate an increase of 10-15% in their business activities during the event and the day before and after. Local food vendors at the event benefit economically not just through sales, but also getting their name out in community.
- Whidbey & Camano Islands Tourism – International Food, Wine & Travel Writers Association: PR/Marketing Manager Sherrye Wyatt was on hand to present \$3,000 request to advertise and promote the IFWTWA's Conference May 6-11, 2018, which meets every two years. Whidbey & Camano Islands Tourism successfully responded to a Request For Proposals, and this will be the first time the Conference has been held in the Pacific Northwest. The 5-day Conference will include visits to North, Central and South Whidbey businesses (wineries, restaurants, lodging, galleries, retail stores, etc.). By showcasing the Island, Wyatt hopes many of the attendees will want to come back and spend more time here.
- Organic Farm School (OFS) – Regional Marketing Plan: Executive Director Judy Feldman presented the School's \$3,000 request to help fund a Marketing Plan to help OFS grow. Current enrollment is 7-10 students per year who engage in a hands-on, total immersion curriculum designed to prepare them to

successfully manage a small scale farm. Feldman believes there is capacity to increase enrollment up to 15 students per year. The OFS provides economic development to South Whidbey via agri-tourism, by providing products that attracts buyers to come here to get and by providing food that goes to events that help people reach farther into the local food economy. OFS also helps “grow” farmers that stay on the Island (about 25% of the graduates) and develop their own businesses. The Marketing Plan is geared toward attracting not just potential students, but also potential buyers (not just individual buyers) on the mainland. Currently, the OFS grows over 50 crops (fresh produce, certified organic) and sells them through mainland markets (Redmond Community Market & Ravenna CSA Drop) so as not to step on the toes of local farmers. Feldman explained that the OFS’ primary product is the students, but the byproduct is the produce. And the byproduct attracts the greater region to Whidbey Island as a potential (what they like to call) “the vegetable bin of Puget Sound.” She said there is a lot of potential for small farms to sell on the mainland, but they first need to create marketing threads.

- Island Shakespeare Festival (ISF) – Advertising/Promotion of Festival: ISF submitted a \$5,000 request. (ISF Representative Peggy Juve arrived later in the meeting.) The Commission noted that the application was very well done and provided a great amount of detail and statistical data regarding the attendees.
- Greater Freeland Chamber of Commerce – Tourism Brochures: Leanne Finlay was on hand to present the \$5,000 request. The brochures are placed on every Washington State ferry and terminal buildings and the Boeing Tour Center, as well as Whidbey Island businesses and Chambers of Commerce. Finlay noted that while the Colman ferry dock is closed for renovations for the next two years, the ferries will be using the Port of Seattle’s two large cruise ship docks, so the brochures will be available for cruise ship passengers as well as ferry passengers.
- Whidbey Island Arts Council – Off Island Advertising/Promotion of 4 Programs/Activities: Kay Parsons (President) and Diane Cheek (Treasurer) presented the \$3,000 request for off-island advertising promotion of the Whidbey Island Music Festival, Whidbey Art Trail, Whidbey Working Artists Open Studio Tour and Island Consort. The four programs are expected to draw at least 5,000 attendees, of which at least 2,000 should be from off-island. They are working on creating a Whidbey Arts Marketing Alliance.

**ACTION: A Motion was made by Gordon and seconded by Halloran to approve all of the applications as submitted for a total of \$21,000 as follows:**

- |   |         |
|---|---------|
| • South Whidbey Assembly of God – Celebrate America & Fireworks                                       | \$2,000 |
| • Whidbey & Camano Islands Tourism – International Food, Wine & Travel Writers Association Conference | \$3,000 |
| • Organic Farm School – Regional Marketing Plan   | \$3,000 |
| • Island Shakespeare Festival – Advertising/Promotion of Festival                                     | \$5,000 |
| • Greater Freeland Chamber of Commerce – Tourism Brochures  | \$5,000 |
| • Whidbey Island Arts Council – Off Island Advertising/Promotion of 4 Programs/Activities             | \$3,000 |

**The Motion passed unanimously.**

**Resolution No. 18-02 Establishing Agreements for Port Grant Funding**

**ACTION: A Motion was made by Gordon and seconded by Halloran to approve Resolution No. 18-02, Establishing Agreements for Port Grant Funding in Support of Economic Development with South Whidbey Assembly of God, Whidbey & Camano Islands Tourism, Organic Farm School, Island Shakespeare Festival, Greater Freeland Chamber of Commerce and Whidbey Island Arts Council. The Motion passed unanimously.**

## FINANCIAL UPDATE

**January 2018 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the January 2018 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$24,000 in tax, operating and grant revenue and incurred \$76,000 in operating and capital expenses during January 2018. Ending cash balance at 1/31/18 was \$368,000.

**Regular Meeting Location:** As discussed at previous meetings, the Port needs to find a new permanent location for the Port's regular meetings. The April 10<sup>th</sup> regular meeting will be held at the Freeland Library. If that meeting space is deemed suitable, the Commission will take the appropriate action to change the location for the regular meetings to the Freeland Library.

**Property for Sale:** Mozer reported that a neighbor of Possession Beach Waterfront Park is selling his waterfront property and wanted to know if the Port wanted to buy it. The Commission agreed they were not interested in purchasing additional property at Possession because it is not needed and it's not inexpensive. Gordon suggested Mozer should forward the seller's information to the South Whidbey Parks & Rec District instead.

## STATUS REPORTS:

### South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. The Mystic Sea whale watching vessel is back at the Harbor for March and April – approximately 37 trips are planned. The San Juan Clipper has scheduled 13 weekend afternoon visits beginning March 17<sup>th</sup>. Per trip, the Mystic Sea averages 45 passengers and the San Juan Clipper averages 170 passengers. Harbor staff passed out 800 clues during Langley's Murder Mystery Weekend, and were able to meet & speak a lot of people, including a few boaters who plan to visit by boat in the future. McPhee reported that the Harbor is starting to experience some failures in infrastructure from the 2014 expansion components, including the painted coating on the housing of the pole lights. Staff discovered there are voltage issues on D dock with just 80 volts on the 120-volt service and 120 volts on the 240-volt service. It's believed the problem is a damaged conductor in the three-conductor main supply cable between the distribution panel breaker on the wharf and the first transformer. Working with an electrician, they were able to implement a temporary fix of operating all three transformers on the two conductors, but that might not supply adequate amperage for the upcoming large yacht club visit. McPhee is working on devising a repair strategy and getting cost estimates. He hopes to schedule the work during the 1<sup>st</sup> week of April when there aren't many bookings because the work will likely involve 3-4 days without power on D & E docks. Finally, there is still higher than normal water intrusion into the last cell on D dock and he plans to schedule an inspection to verify the source of the water.

### Port Operations

- **Maintenance & Operations Supervisor Report:** Pat Kisch was on vacation but had previously provided 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. At **Bush Point**, the new float legs have been galvanized and are ready to install. At the **Fairgrounds**, the trusses to be used as splints for the Shelton Pole were delivered, and water in the campground will be turned on for the season this week.

**Mukilteo Parking:** As previously discussed, on February 2<sup>nd</sup> Mozer submitted a packet of information to several legislators justifying state funding of \$125,000 for the design and permitting of parking on the Tulalip Tribes' property on the old tank farm. Yesterday (March 12<sup>th</sup>), she received official notification that the Port has been awarded \$500,000 for the estimated \$2 million project. It will be administered on a reimbursement basis through the Department of Commerce. Mozer also sent a letter to begin the process

of applying for a Regional Mobility Grant. She reported that the Memorandum of Understanding between the Tribes and the Port has been signed by the Tribes, so she will forward it to the Port Attorney for legal review prior to the Port signing it.

**Clinton Dock:** The engineer has provided the Port with a “next step solution” of removing a portion of one of the docks so they’re not hitting each other anymore and then take that portion onto land for repair. That would allow the Port to open the facility while figuring out a longer term solution. Mozer added that the other next step is to figure out where the fault lies and why the repair failed.

### **Fairgrounds**

- **Property Improvements/Renovations:** The architect for the Coffman kitchen renovation and the Black Box Theater additional exit projects is pretty expensive. Mozer originally budgeted \$275-\$300K for the whole Coffman renovation. Based on her calculations, the Architect’s contract is currently close to \$117,000. Therefore, she doesn’t think the Port will be able to achieve what it wants within that budget. However, there are other Fairgrounds projects with budgets that could be combined with the Coffman kitchen project to achieve both. Specifically, \$350,000 is included in the budget to create an incubator brewery space on the property and that budget and the brewery could be combined within the Coffman building. If that is the case, the Port would have to start over. She thinks the Port needs to have a serious discussion as to what that means for the current architect. To date, the architect has invoiced \$41,000 for both the Coffman kitchen and Black Box exit projects (*subsequent to this meeting the amount invoiced to date was clarified to be \$61,000*). The Black Box exit is mostly done; and although the architect didn’t specifically separate out the value of the project, they estimated it was about 30% of the total project. She believes that The Driftmier Architects has what it needs to go the City of Langley for permitting, but she’s not sure where in the process that the project still needs to go to the Design Review Board. On March 9, Mozer issued a stop order to The Driftmier Architects while the Port figures out what it wants to do. After a brief discussion, the Commission agreed that Mozer should tell Driftmier to get the Black Box Theatre exit done as soon as possible, and the Port will schedule a Special Meeting with Driftmier as soon as possible to discuss the contract, etc.

### **ACTIVITIES/INVOLVEMENT REPORTS**

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO), and Clinton Community Council (CCC)

**COG:** The meeting was really short because of the lengthy Island Local Integrating Organization meeting that preceded it. Langley Mayor Tim Callison (COG Chair) asked the members for topics for this year’s agendas.

**IRTPO:** Port of Anacortes Commissioner John Pope provided an excellent presentation on the United States Bicycle Route System as an advocate for designated cycling routes.

**CCC:** The group continues to press forward with lots of small issues, including ice on the walkway leading to the “kiss & ride” area at the ferry terminal. In the next week or two there will be a meeting with Washington State Representatives Norma Smith and Dave Hayes as well as representatives from Washington State Department of Transportation.

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

**MRC:** The MRC welcomed three new members. Shore Friendly Forums will be presented in Langley, Coupeville and on Camano Island to bring the public up to speed on what the MRC and the Northwest Straits Commission/Foundation is trying to accomplish with the shorelines.

**Langley:** There was much discussion regarding The Machine Shop and noise issues in general. Langley’s Community Planning Director Brigid Reynolds will work on the updating and re-writing the City’s noise regulations and requirements in its Municipal Code. City Councilmember Ursula Shoudy

further explained that there several paragraphs that overruled other paragraphs and overall that section is just too wordy and detailed.

**Joint Parks Committee:** No meeting held.

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

**EDC:** The EDC meeting was cancelled due to snow.

**WPPA:** All three Commissioners plan to attend the Spring Meeting in Vancouver May 9-11.

**P&M:** No report.

**FWSD:** No report.


**OLD BUSINESS:** There was none.

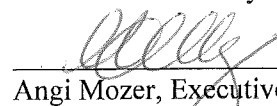
**NEW BUSINESS:** Halloran said the City of Langley had formed an Emergency Preparedness Committee to work on a Comprehensive Emergency Management Plan. The Committee includes two councilmembers and the mayor and they have asked Halloran to join as the Port representative. The Commission agreed to add it to Halloran's list of assigned activities.

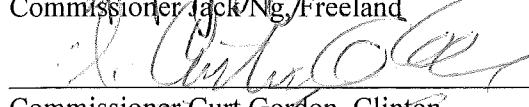
**ADJOURNMENT:** The Meeting was adjourned at 8:17 p.m.

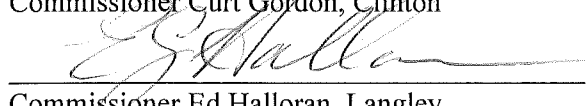
Approved:

Minutes reviewed by:

  
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Commissioner Jack Ng, Freeland

  
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Angi Mozer, Executive Director

  
\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

  
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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.