

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, August 8, 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 August Vouchers in the amount of **\$306,816.23** and Minutes from the Regular Meeting of July 11, 2017.

*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

June 2017 Financial Statement and Executive Director Report

STATUS REPORTS

Clinton Beach Universal Accessibility Project in collaboration with Island Beach Access

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Market Study

Clinton Dock

Island County Fairgrounds

- Property Improvements/Renovations
- Fairgrounds Property Manager Report

Possession Beach Waterfront Park

- Boat Ramp Renovation Project

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

August 8, 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, August 8, 2017, 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 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 July 11, 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 August 2017 as signed today in the amount of \$306,816.23. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

June 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the June 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$138,000 in tax, operating and grant revenue and incurred \$134,000 in operating and capital expenses during June 2017. Ending cash balance at 6/30/17 was \$585,000. Ng suggested the Port look into donating to Langley Main Street Association to receive a 75% credit on the B&O taxes paid to the Department of Revenue. Mozer noted that the Port had looked into the program before but would do so again.

STATUS REPORTS:

Clinton Beach Universal Accessibility Project in Collaboration with Island Beach Access (IBA): Mel Trenor of IBA provided an update on the project. There are now 2 full-sized van ADA parking spaces with an 8' striped loading area in between them and a 6' striped area off to the right of the spaces. There is also room for a motorcycle spot beyond the right side striped area. The number of regular vehicle parking spaces has increased from 4 to 6. The project has also placed 5' – 6' wide flat, permeable pavers to the picnic shelters. IBA really appreciates the fantastic job that Maintenance & Operations Supervisor Pat Kisch has done. The permeable beach mats are in place; providing an even surface that goes out 40' and up 80' where it was previously very uneven and filled with driftwood, debris, and creosote logs. The mats are spiked into the beach at the edges and solid as a sidewalk, allowing easy beach access for individuals with strollers, wheelchairs, scooters, crutches, walkers, canes, etc. The mats

will be removed for the season in October. Currently, the mats end 30' from the high tide line. He has applied for a modified permit for two additional beach mats that will get people closer to the beach, and IBA has enough private funds to purchase the additional mats. IBA would like to have a party to celebrate after the project is completed in the next 2-3 weeks. The group will also provide before/after pictures and descriptions of the project in the middle third of the display case located on the outside wall of the restroom building. The Commission thanked Trenor for all his hard work.

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. July was very busy and preparations for DockStock 2017 are going well. The annual event will take place August 18 and 19 with music, food and beverages both nights. McPhee will attend the Pacific Coast Congress of Harbormasters' semiannual conference in Anacortes Sept. 19-22. Halloran will be a guest speaker on the topic of "How to Deal with the Boss." He and Mozer are assessing current moorage rates and plan to have a recommendation on future rates ready for Commission review before the end of the year.

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 Park and the Fairgrounds. **Possession Park** and **Clinton Beach** will be getting LED lighting upgrades. Landscape maintenance at Possession continues to improve the park's appearance. Five cleats were added to the refurbished floats, and a larger flap will be placed in the gap between the concrete bulkhead and the first float to provide a more gradual transition. The work on the foundation drainage at the Possession residence is well underway and will be completed prior to the Grand (Re)Opening on Thursday, August 17th. Jim & Jeannette Conover (Possession Caretakers) reported a couple of incidents of people falling on the floats during rough seas or big wakes. Halloran suggested putting an additional sign on the Possession floats indicating something like "extra caution is required during rough seas." Kisch agreed and said a sign would be helpful at **Bush Point** as well. Ng suggested contacting Puget Sound Energy about their lighting replacement program that provides free lightbulbs/fixtures. Mozer agreed to look into it.

Mukilteo Parking: Gordon met with Patricia Love (City of Mukilteo Community Development Director), Brian Carroll (Tulalip Tribes Director of the Office of Budget and Financial Management) and the attorneys for both the City and the Tribes. Mukilteo and the Tribes are moving forward with a Developer's Agreement for a Mukilteo Parking Facility on the Tribes-owned tank farm property, so there is definitely progress toward using the tank farm as temporary parking. The Port's expected role is to help come up with or fund the required improvements. The Tribes would then manage the facility and retain the revenue, and the Port would get some portion of the spaces for commuters and overnight visitors. As agreed at the Port's last regular meeting, Mozer had prepared a Request for Qualifications for Engineering Services to build upon already existing concept drawings for the potential temporary parking lot. The updated drawings should incorporate the latest stormwater management and drainage requirements and best management practices for those aspects.

ACTION: A Motion was made by Halloran and seconded by Ng to approve the Request for Qualifications for Engineering Services for Mukilteo Waterfront "Tank Farm" Potential Temporary Parking Lot as presented. The Motion passed unanimously.

Mozer will advertise it 8/9-8/21 and the Commission will tentatively conduct interviews 8/28-9/1. Commissioner approval of Agreement/Contract can then occur at the regular September meeting with Planned Notice to Proceed on 9/13/17.

Clinton Market Study: Gordon provided a presentation of Beckwith Consulting Group's final Study at the Island County Council of Governments (COG) meeting. His takeaway from the Study is that in order to recruit businesses to an area, you must first have an area that is attractive to businesses. Beckwith's Study concludes that the number one thing to do isn't business recruitment; rather, it is to come up with a plan. Then the next thing is to figure out the means to fund the various parts of that plan in phases. Once there is community awareness that there is a plan, you will have community involvement and support and a better chance of recruiting businesses. The Port's next step is to officially present the final Study to the Clinton Community Council and the greater Clinton community, tentatively scheduled for Monday, August 28th.

Clinton Dock: Last month, Moffatt & Nichol (M&N) provided 90% design drawings for the short term repairs of the Dock. Mozer subsequently completed construction bid documents and sent them to M&N and Gene Kegley (Possession Construction Manager) for review. Once approved, the project will go out to bid as soon as possible.

Fairgrounds

- **Property Improvements/Renovations:** As directed during the regular July meeting, Mozer had prepared a Request for Qualifications (RFQs) from architect firms to find someone who can design the Coffman Building expansion, the Black Box Theatre additional exit and the completion of the Black Box dressing rooms. The RFQ is broad, so if the selected architect firm is working out well on those projects, the Port can use that same firm for other Fairgrounds projects.

ACTION: A Motion was made by Halloran and seconded by Ng to approve the Request for Qualifications for Architectural Services for Fairgrounds Facilities as presented. The Motion passed unanimously.

Mozer will advertise it 8/9-8/21 and the Commission will tentatively conduct interviews 8/28-9/1. Commissioner approval of Agreement/Contract can then occur at the regular September meeting with Planned Notice to Proceed on 9/13/17.

Mark Haroldson (community member) is very interested in assisting with the restoration of the William Shelton story pole at the Fairgrounds. He asked to meet with the Port and representatives from the Tulalip Tribes on August 23rd. Mozer will attend and the Commissioners will check their schedules.

- **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. July was a very, very busy month at the Fairgrounds with the Bayview Cool Nights Car Show, the Ragnar Northwest Passage Relay and of course the 93rd Annual Whidbey Island Fair July 20-23. During the week prior to the actual Fair, there were some misunderstandings and miscommunications regarding the Fair's lease agreement and the accompanying Exhibit A schedules for the various areas and buildings to be utilized by the Fair Association. Taylor said many lessons were learned and there are many things that can be improved upon for next year.

Now that the Fair has finished, all of the regular tenants have resumed their businesses at the Fairgrounds. O-Mok-See (Whidbey Western Games Association's big annual event) is happening this weekend, and they expect a heavy turnout. The campground remains very busy. Kisch, Taylor and David Schaal (Fairgrounds Maintenance) are working on finding a good storage space and work space for the Port's maintenance needs.

Regarding the difficulties with the Fair Association, Gordon said he would like to get a signed lease agreement in place much earlier – by January, and not 3 weeks (or 3 days) before the Fair as was the case this year. The Port's staff is doing a great job managing the property and making improvements and it's

time for the Fair Association to realize they are a tenant just like anyone else and they need to sign their lease on time or there will be consequences.

Halloran would like the Port to get serious about looking into improvements (short and long term) at the campground. South Whidbey State Park is permanently closed to camping and South Whidbey Parks & Rec's (SWPRD) planned campground is still several years away from being funded and completed. Gordon said the Port needs to support SWPRD's efforts to provide a campground that is largely for traditional camping (i.e. tents, etc.) while the Port focuses on upgrading the Fairgrounds' RV spots and facilities. He'd like to see the Port and SWPRD collaborate rather than compete with each other. Gordon and Ng agreed that improving the Fairgrounds campground is a priority.

Regarding Ragnar and other similar big (5,000+ people) events with large impacts on the surrounding community, Gordon said he would prefer to have several small-sized or medium-sized events throughout the year.

Possession Beach Waterfront Park

- **Boat Ramp Renovation Project:** Pacific Pile & Marine (PP&M) completed the project early and submitted the 3rd pay application (included in the vouchers approved at this meeting). All that remains is the 5% retainer. Overall, the project came in at 8.5% over PP&M's original bid. Mozer generally expects 10%, so she believes that was pretty good for this project. Gordon said he was very pleased with the project and the contractor. The Grand (Re)Opening will take place at 4:00 pm on Thursday, August 17th, with hot dogs and refreshments. Island County Commissioner Helen Price Johnson will attend.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: The COG heard from Senior Services of Island County. With the federal conditions and uncertainty on Medicaid and healthcare, there's a lot of potential loss of funding for Senior Services. He was surprised to learn that Senior Services only gets 8% of its operating budget from the Senior Thrift store in Freeland, which recently had a fire and is currently closed. The Island County Economic Development Council (EDC) was supposed to provide a presentation on its expected role in business recruitment, but it has not done so yet.

IRTPO: Gordon was not able to attend; no report.

WPPA: All three Commissioners attended the Commissioners Seminar at Alderbrook Resort July 16-18. Gordon said it was a great conference – a lot of brainstorming with other commissioners and making good connections. Mozer attended the Executive Director Seminar in Long Beach July 12-14.

CCC: The CCC is working with Island County Assistant Planning Director Beverley Mesa-Zendt and Commission Price Johnson and promoting a plan that would almost be like a Clinton Area Plan. That concept is not necessarily well received by the other two Island County Commissioners.

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

MRC: With state funding still up in the air, the issued order to all MRCs from the Northwest Straits Commission is to proceed with last year's budget just as if it will be there (approximately \$70,000 for Island County MRC). There were some MRC-funded projects that didn't use all the funding for the year, leaving a \$5,000 balance that had to be spent by the end of the month or it would go away, so the MRC is creating a list of things that must be done right away in order to use that money. The MRC also enjoyed a presentation by Erica Bleke from Washington State Department of Natural Resources titled "Citizen Science and Outreach: Smith and Minor Islands Aquatic Reserve."

Langley: Langley Chamber of Commerce's new Executive Director Inge Morascini gave a report on the Chamber's activities. Stan Berryman (Director of Public Works) provided an excellent briefing on the City's Six-Year Transportation Improvement Program.

Joint Parks Committee: No meeting held.

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

EDC: Ng attended the July 19th meeting held at Spoiled Dog Winery. There was a lot of discussion regarding the Island County Commissioners' negative comments about how the EDC is operating and how the EDC can improve. Gordon explained that Island County Commissioners believe that the EDC's role should include considering and approving/rejecting applications for Rural County Economic Development Funds rather than the County doing it.

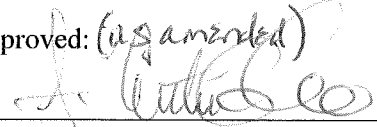
P&M: Meeting will be held in September.

want the EDC to decide whether or not they will perform business receiptment.

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

ADJOURNMENT: The Meeting was adjourned at 8:00 p.m.

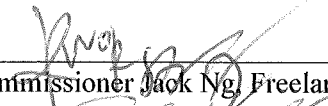
Approved: *(as amended)*


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.