

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, July 11, 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 July Vouchers in the amount of **\$201,580.27** and Minutes from the Regular Meeting of June 13, 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

May 2017 Financial Statement and Executive Director Report

Resolution No. 17-03: Open 2nd Merchant Card Services Account for South Whidbey Harbor

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report
- Archway

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Market Study

Clinton Dock

Island County Fairgrounds

- Property Improvements/Renovations
- Fair Association/Fair Event Lease
- 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

July 11, 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), Roxy Taylor (Fairgrounds Property Manager), and Gene Kegley (Possession Construction 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, July 11, 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 June 13, 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 July 2017 as signed today in the amount of \$201,580.27. The Motion passed unanimously.

PUBLIC COMMENT

Halloran noted that the Bayview Cool Bayview Nights Car Show was held at the Fairgrounds for the first time this year on July 8th. He said the venue change was spectacular and added that **Brian Grimm** put together a terrific team and the turnout this year was great. He invited Grimm of Safe Ride Home/Bayview Cool Nights Car Show to speak more about the event. Grimm thanked the Port for letting his group use the historic property – it was a great location for the car show and it was a pleasure working with Fairgrounds Property Manager Roxy Taylor. Last year, the Show held at Bayview Corner had a total of 70 cars. This year, there were 95 cars, 9 motorcycles and several tractors. Grimm said they've already signed up to have the Show at the Fairgrounds on June 30, 2018 and June 29, 2019. He added that the Langley Chamber of Commerce was very helpful in promoting the event, and Fair Manager Carol Coble said the Fair Association would be happy to help with future events. The group raised \$3,500 from registrations and food sales that will be split among local charities, and collected 104 pounds of food for Good Cheer Food Bank.

Mel Trenor of Island Beach Access provided an update on the Clinton Beach Park Universal Accessibility Modification Project. The pavers have been laid out and two ADA parking spaces were added. The mats were delivered and will hopefully be laid down in the next week. Trenor thanked Port Maintenance & Operations Supervisor Pat Kisch, saying: "He has been amazing!" IBA has raised \$2,500 in private funds, and now has a Go Fund Me site for "Universal Accessibility Whidbey" which has collected \$380 so far. More information is available on their website: <http://www.islandbeachaccess.org/>

Morgan Bierschenk of GeoShip, S.P.C. (Social Purpose Corporation) introduced himself and his partner (Voss Kuhls?). Bierschenk is a 1996 graduate of South Whidbey High School who moved back to Whidbey three years ago. He explained that GeoShip is operating as a multi-stakeholder cooperative whose purpose is to build affordable, sustainable backyards studios, homes, co-housing developments and eco-villages. GeoShip is using a new material science breakthrough – magnesium phosphate ceramics. They will be able to pre-cast building panels and homes. These homes have the potential to have a significant, beneficial economic impact on South Whidbey because they will be much more affordable than traditional homes. GeoShip’s 1-2 year goal is to create 10-30 high paying science, engineering and technology jobs in a cottage industry that includes working cooperatively with local craftsman. In 3-5 years, Bierschenk believes the company can potentially create 100-200 jobs. He said the company is currently assessing the feasibility of doing it in Island County (looking at building an R&D facility, a campus, and a light manufacturing facility). He explained the manufacturing is a low impact process somewhat similar to a ceramics studio minus the kilns, because it’s a cold-fired ceramic – a magnesium phosphate reaction that happens at room temperature. In the next 6 months, GeoShip’s goal is to have a facility that they can either build or move the capital equipment into by December. They hope to have prototypes available by September. Ng noted that the Port can build such facilities and suggested they set up a meeting with Executive Director Angi Mozer to discuss it further. Bierschenk explained that they have the capital; they are just trying to assess the feasibility of building the facility versus finding a space they can rent and move into by December (approximately 5,000 sq. ft. is needed) and then buy land later and build the facility. The Commission thanked them for coming to the meeting, and Bierschenk said they would set up a meeting with Mozer soon.

FINANCIAL UPDATE

May 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the May 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$130,000 in tax, operating and grant revenue and incurred \$66,000 in operating and capital expenses during May 2017. Ending cash balance at 5/31/17 was \$580,000.

Resolution No. 17-03: Open 2nd Merchant Card Services Account for South Whidbey Harbor: Mozer explained that Harbormaster Duncan McPhee wants to have Mobile/Roam Pay available at the Harbor so customers can pay for moorage on the docks rather than stand in line waiting outside the Harbormaster office. Port Clerk Molly MacLeod-Roberts researched the process and met with Island County Treasurer Wanda Grone to review the necessary steps. Grone indicated that since the Treasurer’s office had already provided authorization for the Port to have a Merchant Card Services Account, she did not need to provide her signature on the agreement for the 2nd account. Instead, she recommended the Commission adopt and sign a resolution to that effect and Mozer could sign the Merchant Card Services Agreement as the Port’s representative. MacLeod-Roberts subsequently drafted the Resolution, and will provide the Treasurer with a signed copy upon adoption and signature.

ACTION: A Motion was made by Ng and seconded by Halloran to adopt Resolution No. 17-03 as presented, authorizing opening a 2nd Merchant Card Services account to accept remote payments from portable electronic devices at South Whidbey Harbor. The Motion passed unanimously.

STATUS REPORTS:

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. He said Roam Pay will improve customer service at the Harbor, especially when the Harbor is expanded. McPhee said transient moorage occupancy and demand has risen very sharply since Memorial Day, with reservation list full and multiple people on waiting list. He attributes the slow start to the season to prolonged bad weather initially and long wait times at Puget Sound boatyards for getting vessels “summer-ized.” The Harbor boat launch is heavily used during crabbing

season and he has hired seasonal staff to assist in the parking area accordingly as well as provide golf-cart shuttle service to off-site parking as needed. As of last Friday, the Harbor's golf cart has provided 480 rides. McPhee is very pleased with all of his Staff, particularly Assistant Harbormaster Patrick Boin.

- **Archway:** Last year, the Langley Chamber of Commerce submitted an Application for Funds for an archway at the entrance to the wharf at the Harbor. Since the Port owns the facility, the Commission determined it would be better for the Port to fund the project from its capital budget rather than use the Tourism & Economic Development grant funds for that purpose. Mozer subsequently included \$5,000 in the 2017 budget under Capital Expenditures line item "SWH/Langley Chamber Project" in the 2017 budget. Mozer noted that the representatives who spearheaded the effort are no longer with the Chamber or the City Council. However, she & McPhee are both still very interested in executing that project. Frank Rose of the Langley Arts Council is also interested in assisting. McPhee said local artist Dexter Lewis is working on some preliminary sketches.

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. At **Clinton Beach**, some of the driftwood was moved aside and large rocks were relocated to create a path and gain access to the beach. Cresote logs were collected and hauled away for disposal. A light pole and concrete base were removed and a driveway-rated junction box was added to replace the pole. Thirteen pallets of pavers were laid from the picnic shelter to the road. The beach mats were delivered to the Fairgrounds. The water tender at the **Fairgrounds** is back in operation. South Whidbey Fire/EMS flow-tested a hydrant near the arena and reported good flow at 650 gallons per minute. That activity and loading the tender a few times may have loosened the new backflow prevention valve allowing for increased psi flow. Langley's Public Works Department came later and cleaned a screen that is in the main line coming into the Fairgrounds and plan to add that task to the regular cleaning schedule. Kisch is looking to purchase a lawn mower that works best on hills to use at the Fairgrounds and at **Possession**. Gordon suggested contacting Tom Fallon at South Whidbey Parks & Rec and Blaine Hezel at Useless Bay Golf Course to solicit recommendations. Additionally, he might consider a lease rather than purchasing a new mower.

Mukilteo Parking: Gordon met with Brian Carroll (Tulalip Tribes Director of the Office of Budget and Financial Management) and Patricia Love (City of Mukilteo Community Development Director). Mukilteo and the Tribes are moving forward with a Developer's Agreement for a Mukilteo Parking Facility on the Tribes-owned tank farm property. Gordon had previously expressed his concern that if the Port was going to help with the capital expenses, it would be difficult to get grants for a temporary structure (like 5 years). Now, they are talking about potentially having a 20-year agreement. He subsequently asked Mozer and Brian Wood (Island County Transportation Planner) to look into the requirements for the Rural Mobility Grant Program. For the next step, a better conceptual will be needed. The City and Tribes have asked the Port to have an engineer research the updated storm water requirements. The Commission agreed to authorize Mozer to begin the Request for Qualifications process to hire an engineer who will provide engineering and design work as needed for the parking lot.

Clinton Market Study: Gordon plans to provide a presentation of Beckwith Consulting Group's final Study at the next Island County Council of Governments (COG) meeting. Ron Nelson (Executive Director of Island County Economic Development Council) will explain how and why the EDC should be the lead on business recruitment in Island County. Gordon & Mozer still need to schedule a meeting with Tom Beckwith to present the Study to the Clinton Community Council and the public.

Clinton Dock: Moffatt & Nichol (M&N) has provided 90% design drawings for the short term repairs of the Dock. Mozer is going to attempt to complete the bid documents herself. Gordon recommended she use Possession Construction Manager Gene Kegley as needed to make sure all the requirements are included.

Fairgrounds

- **Property Improvements/Renovations:** While Mozer continues to work on a financing plan for the capital project, she would like to simultaneously solicit Statements of Qualifications (SOQs) from architect firms to find someone who can design the Coffman Building expansion, the Black Box Theatre additional exist and the completion of the Black Box dressing rooms. The 2017 budget includes \$40,000 for the Fairgrounds Capital Improvements and less than \$10,000 has been expended to date. The Commission agreed she should move forward with the SOQ process
- **Fair Association/Fair Event Lease:** Mozer didn't know if the Island County Fair Association (ICFA) had signed the lease during its meeting the previous evening. **Virginia Keck** said ICFA's meeting time was spent working on the Fairgrounds (painting, etc.) so they did not sign the lease. Gordon noted again this year that both ICFA and the Port have liability issues and insurance responsibilities and the lease must be fully executed and in place. Ng added that if there is no signed lease; there is no Fair.
- **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. Ragnar Relay is all set for July 15th with the finish line at the Fairgrounds. She has received lots of phone calls from runners and is hoping the campground is full for the event. Taylor will work with Ragnar organizers to make sure Dalton Lane is kept clear this year. The large leaning pole has been confirmed as an authentic Snohomish Tribal Chief William Shelton "story pole" that he used to educate other young carvers. The former owner of Treasure Island in Clinton has expressed interest in having an Antique Show at the Fairgrounds in September.

Possession Beach Waterfront Park

- **Boat Ramp Renovation Project:** Mozer reported that in general, things are going really well. All the pre-cast panels are in and the concrete pours for the abutment and the top of the ramp are on schedule. Pacific Pile & Marine (PP&M) has submitted some requests for change orders and/or cost increases (RFP 002 through RFP 005, the value of which totaled \$48,854.93).
 - **RFP 002 - Additional Forming & Grouting (\$7,177.96):** Mozer explained that according to the design, the original boat ramp appeared to be flat so the panels would be placed directly on top of it and the slope would be consistent all the way down. At the job site, PPM discovered the survey incorrect; the slope of the ramp was uneven and bringing the entire ramp to a completely uniform level would be very costly. After discussing the issue with Mott MacDonald, the engineer concluded that the contractor could instead make the top 2/3 or 3/4 of the ramp be a 10.5% slope and the bottom could be a 7% slope, but the two legs needed to be of uniform slope. PP&M said the amount of work and materials to bring the sections up to a more uniform slope has cost them and they are asking the Port to cover those costs. Mozer noted that the cost is high and the Port could question some of the work. She tried to confirm with PPM that this would be the only change order as far as laying and grouting the panels, but she has not heard back from them yet. If this is the only change order, Mozer recommended the Port should pay it. If PPM plans to submit any additional change order for the work, she would not the Commission approve RFP 002 as the cost is very high already. Project Manager Gene Kegley noted that the center line called out is not the same as the old ramp, so that also added to the cost for additional work and materials. He agreed with Mozer's recommendation to pay it if PP&M confirms that it will not request any additional money for that work. Gordon also agreed.

ACTION: A Motion was made by Halloran and seconded by Ng to provisionally approve Pacific Pile & Marine's RFP 002 for additional forming & grouting in the amount of \$7,177.96 as discussed. The Motion passed unanimously.

Kegley will get confirmation from PP&M that there will not be additional financial requests beyond the \$7,177.96 for the work.

- **RFP 004 – Picking Eye Corrosion Protection (\$6,982.98):** There were some issues with the precast panels. First, the "picking pin" devices cast into the panels that allow the panels to be picked up off the

ground were specified to be galvanized steel. They are clearly not galvanized and are rusting within a few days of being in the water. PP&M will torch-cut & remove the top portion of the lifting eyes and fill picking-eye holes with anti-corrosive grout. Kegley noted that PP&M did not make the panels and Mozer said she will follow up with the precast company.

➤ RFP 005 – Grind Down High Corners on Panels (\$3,328.42): Some areas of the precast panels are higher than others. The engineer’s allowed tolerance levels are ¼” – ½”, but some exceed that at ¾” – 1” and are therefore trip hazards that need to be ground down. PP&M will hand-grind down high corners of precast panels.

Gordon noted that both RFP 004 and RFP 005 can be accommodated in the Force Account Work line item, and therefore Commission approval is not required.

➤ RFP 003 – Estimate on Float Repairs (\$31,365.57): The Port had budgeted \$10,000 as a placeholder. The work proposed by PP&M includes replacing the rub rails, bull rails, the Styrofoam floatation material and the bottom and feet of the floats. It includes all new hardware as well, which Mozer believes will help extend the life of the floats. Gordon noted that the float repairs are captured in a (different) Force Account line item and Commission approval is not required at this time. Commission approval is needed to pay the bill for the work when it is needed.

Kegley will let PP&M know it is okay to proceed as discussed.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: The Island County MRC’s joint meeting with the Jefferson County & Clallam County MRCs in Port Townsend was held today so Halloran was unable to attend.

Langley: At the June 19th meeting, the Council agreed to cancel the July 3rd meeting. There was a presentation of solar panel equipment and discussions regarding art displays, Second Street improvements, and Seawall Park. Permits for the Dog House building have been issued. Gordon noted that the Port and the City need to get started on the joint process of updating the Harbor Master Plan. Halloran agreed and added that it is time to schedule another joint meeting between the City and the Port (the last was in November 2016).

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

EDC: Next meeting scheduled for July 19th.

P&M: No meeting held.

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 a report from Senior Services and their lack of funding – many of their previous funding sources are gone and Island County has an aging population in need of their services.

IRTPO: The group discussed some of the Langley projects, including the pavement overlay on Cascade Avenue.

WPPA: All three Commissioners will be attending the Commissioners Seminar at Alderbrook Resort July 16-18. Mozer will attend the Executive Director Seminar in Long Beach July 12-14.

CCC: Island County Commissioner Helen Price Johnson has Assistant Planning Director working on defining the specific needs of Clinton as a RAID (Rural Area of Intense Development). Gordon said that unfortunately not all 3 County Commissioners agree that Clinton deserves its own element as part of the County’s Comprehensive Plan.

OLD BUSINESS: There was none.


NEW BUSINESS: There was none.

ADJOURNMENT: The Meeting was adjourned at 8:30 p.m.


Approved:



Commissioner Curt Gordon, Clinton




Commissioner Jack Ng, Freeland



Commissioner Ed Halloran, Langley

Minutes reviewed by:



Angi Mozer, Executive Director

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.