

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA  
Tuesday, January 9, 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

**Oath of Office for Commissioner-elect Ng**

**Election of Board Officers for 2018**

**Appointment of Alternate Auditing Officer**

**Review of Commissioner Appointments & Committee Assignments for 2018**

**Consent Agenda:** Approval of January Vouchers in the amount of \$75,861.31 and Minutes from the Regular Meeting of December 12, 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

**November 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
  - Bond Funding
- 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

January 9, 2018

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, January 9, 2018, 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.

### COMMISSIONER ACTIONS

**Oath of Office for Commissioner-elect Jack Ng:** Commissioner-elect Jack Ng was sworn into office by Gordon.

### Election of Officers for 2018:

**ACTION:** A Motion was made by Commissioner Ed Halloran and seconded by Gordon to nominate Ng for President. The Motion passed unanimously.

**ACTION:** A Motion was made by Halloran and seconded by Ng to nominate Gordon for Vice President. The Motion passed unanimously.

**ACTION:** A Motion was made by Gordon and seconded by Ng to nominate Halloran for Secretary. The Motion passed unanimously.

The following slate of officers was elected for 2018:

- Commissioner Jack Ng – President
- Commissioner Curt Gordon – Vice President
- Commissioner Ed Halloran – Secretary

Gordon passed the gavel to Ng, who then presided over the remainder of the meeting.

**Appointment of Alternate Auditing Officer:** The Commission agreed Gordon would remain as the Port's Alternate Auditing Officer.

**Review of Commissioner Appointments & Committee Assignments for 2018:** The Commission agreed to retain the same appointments/assignments as the previous year with the exception of the Washington Public Ports Association (WPPA). Ng replaced Gordon as the Port's WPPA representative and Halloran remained as the alternate.

## 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 December 12, 2017.

**ACTION:** A Motion was made by Gordon and seconded by Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2018 as signed today in the amount of \$75,861.31. The Motion passed unanimously.

## PUBLIC COMMENT

**Coyla Shepherd** introduced herself as a representative of Tiny Houses In the Name of Christ (THINC), a nonprofit charity created to build affordable tiny homes on South Whidbey. THINC members represent 7 local churches, and each church will fund and build at least one house with volunteers & community members at an estimated cost of \$10,000 each. Since the City of Langley is currently the only area that will allow tiny houses, THINC asked the Port to consider donating a portion of the Fairground property for those houses (the area near the dump station in the campground).

**Mel Trenor** of Island Beach Access (IBA) was on hand to provide an update on the Clinton Beach Park Universal Accessibility Modification Project. Planning is underway for the grand opening in May including, food, officials, publicity, the display case, etc. He said IBA will be looking to the Port for support such as providing private bus transportation to shuttle disabled individuals to the Park, etc. IBA is also starting a campaign for the next Universal Accessibility Modification Project on the Island, likely at either Freeland Park or Robinson Beach Park.

**Kevin Lungren** of The Fishin' Club of Whidbey Island explained that the Club is concerned about the number of drownings due to the victims not wearing life jackets. The Port has several boat ramps and only the South Whidbey Harbor currently has access to free "loaner" life jackets. The Club would like to set up a lending wall of life jackets at the ramps with signage reminding boaters that there is a \$1,000 fine if a child is on a boat without a life jacket on board. Working with other groups, the Club will replenish the life jackets and keep them stocked. Lungren suggested the west side of the restroom at Freeland Park has an eave that shelters that wall from the elements, and it would be a great location to put hooks on it and hang the life jackets on a rack. Gordon noted that the Port has 100% ownership of the South Whidbey Harbor, Bush Pt. and Possession Beach Waterfront Park boat ramps, but only 25% ownership of Freeland Park with Island County. The Commission agreed that Freeland Park seemed like the best location to try as a pilot project, and encouraged Lungren to contact Executive Director Angi Mozer and work out the next steps with the County, etc.

## FINANCIAL UPDATE

**November 2017 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the November 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$103,000 in tax, operating and grant revenue and incurred \$64,000 in operating and capital expenses during November 2017. Ending cash balance at 11/30/17 was \$542,000. Gordon noted that the South Whidbey Harbor revenue is below the 2017 budget and the expenditures are above budget. He asked if the Harbor revenue was expected to exceed expenditures in the 2018 budget, and Mozer said yes, by \$18,000. Gordon said he knows how hard Harbor staff is working and he's proud of it. He expressed concern with the 2018 budget, explaining that if that if a \$20,000 increase is budgeted and not met, and an additional \$20,000 of expenditures occurs – that's a \$40,000 swing in the budget. He cautioned Mozer to not budget a profit if it is not happening.

## STATUS REPORTS:

### **South Whidbey Harbor**

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. Harbor Staff is completing final preparations of booth displays & materials for the Seattle Boat Show (January 26<sup>th</sup> – February 3, 2018). They are also working through the winter list of repairs and maintenance at the Harbor, including waterline piping, emergency ladder and fence repairs and repainting the women's shower. He is starting the search for qualified seasonal helpers and asked those present to spread the word to potential applicants (Age 18 and older). Ng and Halloran said they could come help staff the booth at the Boat Show if needed.

### **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. At the **Fairgrounds**, maintenance staff replaced the entrance door and a window for Vibrant Fitness in the Burrier Building. Kisch, Mozer & Gordon met to discuss the handling and storage of the Shelton Story Pole, potentially in the Antique Barn. A "Park Here" banner is now displayed on the stairway leading to the **Humphrey Road Parking Lot**. In anticipation of the Clinton Dock repair project at **Clinton Beach**, Kisch closed the walkway and pier (after posting a closure notice for two weeks in advance). Gordon noted that the concrete wall of the walkway had various broken lights. Kisch explained he had been unable to find replacements. Gordon said in that case it would be nice to have them covered as they are unsightly.

**Mukilteo Parking:** Gordon reported that Mukilteo Community Development Director Patricia Love had finally distributed the final draft of the parking study. It indicates there is currently a 500-car parking shortage and the estimate in 2030 is an 800-car parking shortage. However, he noted that the study is not addressing the needs of visitors to Whidbey via the Clinton ferry so there is work to do before that study is finalized. Now that Davido Consulting Group has submitted an estimate of \$125,000 for Design, Permitting & Project Management for the Tank Farm Parking Lot, Gordon said it's time to work on getting the appropriation for the project from the Washington State Legislature. January 23<sup>rd</sup> is Port Day in Olympia, and Washington Public Ports Association (WPPA) Deputy Director James Thompson has expressed support and offered assistance in that effort. Gordon plans to schedule a one hour meeting with Washington State Representative Norma Smith and Thompson, Patricia Love and Brian Carroll (Director of Office of Budget and Financial Management, Tulalip Tribes) have agreed to join him. Carroll might even bring one of the members of the Tribal Council with him. In order to get the parking facility in place at the same time as the completion of the multi-modal project at the end of 2019, the Port needs to start permitting now.

Gordon noted that there is more good news: Sound Transit had \$9 million in the Sound Transit 2 Plan (ST2) for some type of parking in Mukilteo but they didn't do anything. Now they have another \$20 million in the ST3 plan for parking for a total of nearly \$30 million. So there's a good chance that Sound Transit might buy/lease/acquire 100 stalls at the tank farm or build a separate parking facility. The Tribal Council has agreed that if the parking facility is a revenue generator, they'd be willing to continue for 20-25 years.

Before the end of the month, Love hopes to have a meeting with representatives of all the parties that paid for the parking study (the Port, Sound Transit, Island County and the City of Mukilteo). Gordon plans to take the final draft with him to Port Day in Olympia.

**Clinton Dock:** Construction started on the repairs on Monday, January 8<sup>th</sup> and it is going well so far. Mozer explained that it is a relatively simple project. Combined Construction discovered one of the pile hoop guide frames is cracked, so they submitted a change order of about \$1,500 to repair it. Mozer will follow up with the design firm and the construction company to finalize that.

### **Fairgrounds**

- **Property Improvements/Renovations:** The Driftmier Architects, P.S. submitted Addendum #2 for Architectural Services (Driftmier) and Electrical Design Services (Rensch Engineering) to add additional scope to coordinate the installation of three-phase power to the Fairgrounds site. If approved, the not-to-exceed compensation limit included in the original agreement will be increased by \$18,707 from \$90,749 to \$109,456.

Gordon was confused about the breakdown and would like to get additional information and clarification from Puget Sound Energy and Driftmier before acting, but he didn't want to delay the project by waiting until next month to approve it. The Commission agreed Gordon should have that conversation.

**ACTION: A Motion was made by Gordon and seconded by Halloran to authorize Executive Director Angi Mozer to accept Addendum #2 to the Agreement dated October 16, 2017 between the Port and The Driftmier Architects, P.S. up to the amount of \$18,707, subject to the conversation and additional information as described above. The Motion passed unanimously.**

- **Bond Funding:** Mozer researched whether it makes more sense for the Port to do a tax-exempt bond or a taxable bond. A tax-exempt bond funds may only be used for public projects, i.e. projects that will benefit the public such as renovating the campground. A taxable bond has much more flexibility and could be used for projects that would not necessarily benefit the public specifically, but would generate revenue. An example would be the Coffman commercial kitchen renovation, which is not considered a public project because although it would be available to the public to use, there would be a single non-profit (Goosefoot) that would be running it exclusively (even though they would in turn be renting it to the public). Over the course of the loan, a \$900,000 taxable only bond would cost \$44,000 more than a tax-exempt bond. Mozer recommended doing a hybrid of bonds, with some proceeds from tax-exempt and some from taxable bonds. The taxable bond proceeds could be used for the Coffman commercial kitchen, Malone building renovations, and improvements to leased spaces. The tax-exempt bond proceeds could be used for Pole building renovations, campground/RV park upgrades, bringing 3-phase power to the property, etc.

Mozer noted that if the Port chose only tax-exempt bonds for the full \$900,000, the Port would have to be completely dependent on grant funds to support the Coffman kitchen renovations and there is no guarantee that the Port's applications for grants would be awarded.

After discussion, the Commission directed Mozer to put together a summary of a hybrid bond package with the identified priority projects (campground/RV Park, Coffman kitchen, 3-phase power, etc.) for their review.

- **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. It's a quiet time of year at the Fairgrounds. She met with Mozer in December to finalize the 2018 tenant and event rental agreements. Mozer received the Fair Association's Profit & Loss Statement in December. She hadn't performed a detailed review of the Statement, but noted that 2017 gate ticket sales were up over the previous year.

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:** Gordon (as Chair of the COG) cancelled the November & December meetings.

**IRTPO:** No meetings held.

**WPPA:** No report.

**CCC:** Island County Transportation Planner Brian Wood reported that Washington State Department of Transportation (WSDOT) has allowed the County to go back with their design for the pedestrian/bicycle pathway. Someone recently slipped and was injured on the icy sidewalk leading to that area, but WSDOT said the “kiss & ride” project can’t be expanded to include the sidewalks people use to get to the area.

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

**MRC:** Halloran was unable to attend the January 2<sup>nd</sup> meeting.

**Langley:** Halloran was unable to attend the January 2<sup>nd</sup> meeting.

**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:** The EDC held a special meeting on December 21<sup>st</sup> and appointed John Mishasek (a Port of Coupeville commissioner) as the Interim Executive Director for no more than six months while the EDC works on the job description, salary, contract terms, etc. for the Executive Director and other position(s).

**P&M:** He and Mozer plan to meet the following day.

OLD BUSINESS: There was none.

NEW BUSINESS: When he was driving to Eastern Washington, Ng noticed that in addition to seeing signs welcoming drivers to the various cities, he also noticed signs that read: Welcome to the Port of Sunnyside and Welcome to the Port of Benton, etc. He suggested the Port of South Whidbey should also have signs welcoming visitors to the district (on the highway near the Clinton ferry and at the northern boundary).

ADJOURNMENT: The Meeting was adjourned at 8:08 p.m.


Approved:

Minutes reviewed by:

  
\_\_\_\_\_  
Commissioner Jack Ng, Freeland

  
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Angi Mozer, Executive Director

  
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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.