

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249  
Tuesday, May 8, 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 May Vouchers in the amount of \$113,022.14 and Minutes from the Regular Meeting of April 10, 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.*

**FINANCIAL UPDATE**

**March 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**

- Fairgrounds Advisory Committee Report
- 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  
May 8, 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), Duncan McPhee (Harbormaster), Pat Kisch (Maintenance & Operations Supervisor) and Larry Lehtonen (Fairgrounds Director)

**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, April 10, 2018, in the meeting room of the Freeland Library at 5495 Harbor Avenue in 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 April 10, 2018.

**ACTION:** A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Curt Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated May 2018 as signed today in the amount of \$113,022.14. The Motion passed unanimously.

**PUBLIC COMMENT**

**Mel Trenor of Island Beach Access (IBA)** provided an update on the group's activities. Maintenance & Operations Supervisor Pat Kisch has prepared the beach and volunteers plan to help reinstall the Universal Accessibility beach mats and assist with spreading the bark at Clinton Beach Park on May 15<sup>th</sup>. Once those are in place, IBA will begin working on the public display case at the Park (with final approval of the layout and posters from the Port). Friends of Camano Island Parks is interested in adding universal accessibility beach mats at their park(s) and a member will meet with Trenor at Clinton Beach later in the week to learn more.

**FINANCIAL UPDATE**

**March 2018 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the March 2018 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$91,000 in tax, operating and bond revenue and incurred \$109,000 in operating and capital expenses during March 2018. Ending cash balance at 3/31/18 was \$1,200,000, consisting of \$933,000 in the Bond Fund and \$286,000 in the General Fund. She also provided her updated cash flow projections through the end of 2019.

**Memorandum to Transfer Funds from the Port's Bond Account to the General Operating Account:** Per Resolution No. 13-02, the Auditing Officer (Mozer) is authorized to transfer funds between the General Obligation Bond Account and the General Operating Account. The Resolution states that "...each transfer should be documented and have prior approval from the Board." Mozer drafted

Memorandum 2018-1 accordingly to transfer a total of \$27,000 (\$13,500 each from the 2018A and 2018B Bonds) to reimburse the Operating Account for the following capital expenses: bond rating fees, underwriter costs for bonds and legal services for LTGO bonds.

**ACTION:** A Motion was made by Gordon and seconded by Halloran to approve Memorandum 2018-1 directing Angi Mozer, Auditing Officer to transfer \$27,000 from the Bond Account to the General Operating Account. 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 reported a “full house” the previous weekend that included smaller boats moored overnight for the May 5<sup>th</sup> shrimp opening. The 2<sup>nd</sup> shrimp opening is Wednesday, May 9<sup>th</sup>.

McPhee, Mozer and Langley Mayor Tim Callison met with a contingent from Hat Island to the possibility of passenger service between Everett and Langley via the Hat Island Ferry. Unfortunately, the Hat Island boat is not capable of providing such service due to the vessel’s age, operating expense and the substantial wake it creates. The Hat Island group believes there is a different vessel available that the City of Langley could purchase and then lease to Hat Island.

The Harbor continues to have issues with non-boater’s use of the showers. He reported an estimated 30 people from South Whidbey come to the Harbor regularly just to shower, taking an average of 45 minutes or longer each time. The extended wait times negatively impact boaters’ use of the facilities, and frequently results in the Staff having to clean the restrooms multiple times during the day due to the increased use of the facility. McPhee has proactively researched and been working toward getting local organizations/agencies interested in the mobile shower concept which others, like Seattle’s Union Gospel Mission, have employed to help those individuals who do not have access to shower and laundry facilities. Restricting the shower portion of the Port’s restrooms to facility users and boating guests would make the Harbor more appealing and accommodating, particularly to smaller boats that rely most heavily on the restroom and shower facilities. He hopes to identify a reasonable alternative by next summer.

##### **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. He is moving forward on several projects and trying to stay ahead of the weeds and blackberries at all of the Port’s facilities. The floats were launched at Possession for the season in early April. Possession Caretaker Jim Conover reported that the boat ramp was very busy on May 5<sup>th</sup> (shrimp opening) with 4-5 boats lined up to launch. He had the trucks/trailers “tightly parked” into the space available. Clinton Beach mats will be reinstalled on May 15<sup>th</sup>. The water tender at the Fairgrounds has been de-winterized and is back in operation for the season. The backflow valves at the Fairgrounds and the one at the Harbor successfully passed all tests. Kisch is working on getting the paperwork and a \$300 check for Island County to transfer the Ford Ranger to the Port as discussed at the Special Meeting on April 24, 2018.

**Mukilteo Parking:** Mozer worked with the Port’s attorney on the Memorandum of Understanding (MOU) between the Port and the Tulalip Tribes for the parking project. As described in the modified MOU provided by the attorney, the Port of Everett will also participate. She is still waiting for legal guidance regarding the reference to “TERO laws.” Once the MOU is in place, the Port will be able to move forward with the next step.

**Clinton Dock:** The contractor is available to perform the previously described work on May 17<sup>th</sup>. Once the dock is open and the middle section moved to Possession, the Port will work on a better future plan.

### **Fairgrounds**

- **Fairgrounds Advisory Committee (FAC) Report:** FAC Chair Gary Gabelein was on hand to answer any questions regarding the Committee's report submitted on April 29<sup>th</sup>. Halloran was pleased that animal owners are now being informed that they (and not the Port) are responsible for the health of their animal. Gabelein noted that the Fairgrounds, including the campground, was "pretty well stuffed with trailers" at the 4-H horse show last weekend. He wondered why the smaller trailers (which are empty because their horses stay in barn stalls) aren't parked in the lower area (where the carnival is during the Fair). That would allow more space in the campground in the grassy area by the arena.
- **Property Improvements/Renovations:** Per Commission direction, Mozer had prepared three scenarios for funding the capital improvements/renovations:
  - Scenario 1: Preferred Funding Approach includes grants from Rural County Economic Development Funds (RCEDF), Washington State Recreation & Conservation Office (RCO) and USDA Rural Business Development Grant program.
  - Scenario 2: If RCEDF is unsuccessful
  - Scenario 3: With no grant funding in next 2 years

Mozer said the project list is manageable, but the Port won't be able to do some of the lower priority projects in Scenarios 2 and 3. She believes the Coffman Kitchen Expansion can be funded in all 3 scenarios. The Campgrounds Upgrade, including bathroom would be on a smaller scale in Scenarios 2 and 3 (without sewer hookups at campsites, no laundry facilities, etc.).

Gordon encouraged Mozer to incorporate the Funding Approach spreadsheet into her RCEDF application presentation to the Island County Commissioners.

- **Fairgrounds Director Report:** Mozer formally introduced Larry Lehtonen as the newly hired Fairgrounds Director. After reviewing Mozer's previously drafted Fairgrounds Marketing and Events Coordinator job description, Lehtonen determined he would like to hire someone for that position rather than using a marketing firm for the work. Ng suggested it could be a full time position if the individual also worked on Port-wide marketing. The Commissioner agreed to consider it for 2019, but leave the position at half-time just for the Fairgrounds for now.

Lehtonen provided a report of his activities since he started work on April 16<sup>th</sup>. He attended the Port's Special Meeting on April 24<sup>th</sup> and the May FAC meeting where he was introduced to all attendees. He has personally introduced himself to all existing tenants (including Fair Manager Carol Coble) and scheduled more detailed meetings with WWGA and 4H Leaders and scheduled/conducted walkthroughs with various upcoming event representatives.

The City of Langley has approved and the permit is ready to be picked up for the Black Box Theater project (adding a 2<sup>nd</sup> exit). The next step is to put together a bid package, which is part of the architect's scope. Once the package is complete and ready to advertise, the Port will take it from there. Mozer suspects that work won't happen prior to the Whidbey Island Fair.

Port Staff plans to take down the story pole on Wednesday, June 6<sup>th</sup>.

### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** Sherrye Wyatt (Public Relations/Marketing Manager/Film Liaison at Island County Tourism)

provided a great presentation as Tourism prepared to welcome the International Food Wine and Travel Writers Association to Whidbey and Camano Islands for the May 6-8 conference.

**IRTPO:** Attended part of the meeting; no significant activity to report.

**CCC:** During the April meeting, the CCC discussed the topics/questions they wanted Washington State Ferries (WSF) to address at its 20-year Planning meeting on May 1<sup>st</sup> at the Clinton Community Hall. As the Port's IRTPO and CCC representative, Gordon attended that WSF meeting along with State Representatives Norma Smith and Dave Hayes, Island County Commissioner Helen Price Johnson and the head planner from WSF. Attendees expressed the concern that future ferry ridership needs are incorrectly based solely on Whidbey Island's projected population growth (which is very low) and does not include the doubling of that ridership and population during the summer months.

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

**Langley:** The City & Arts Commission were finally able to obtain full insurance coverage for all of the art throughout the city. The Council awarded the bid for design services at Seawall Park to Jay Davenny. Halloran continues to attend the Emergency Preparedness meetings on Tuesday mornings.

**MRC:** Funding finally came in and was actually increased by an additional \$5,000 for an annual total of \$75,000. The Work Plan covers, forage fish, bull kelp, eelgrass, educational outreach, creosote removal, and restoration.

**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:** At the April meeting, the EDC discussed revising the bylaws and the upcoming state audit. The group is looking to either negotiate a new lease for the existing office space or relocate to a new space. They received over 60 applications in response to the advertising for the Executive Director position. After narrowing it down to two candidates, the EDC hired Sharon Sappington.

**WPPA:** All three Commissioners were headed to the Spring Meeting in Vancouver May 9-11 immediately after the meeting. All three will also attend the Commissioners' Seminar in Cle Elum in July.

**P&M:** Part of the International Food Wine and Travel Writers Association's recent conference on the Island included luncheons catered by south end restaurants (Gordon's, Roaming Radish, & Midnight Kitchen) at three south end wineries (Comforts of Whidbey, Holmes Harbor Cellars and Dancing Fish). Ng, Halloran and Mozer each attended a different venue and enjoyed meeting writers from all over the United States and several other countries.

**FWSD:** No report.

**OLD BUSINESS:** The Port is still trying to find a new meeting location for the regular meetings. Ng said he would contact the Sno-Isle Libraries representative next week about using the Freeland Library conference room. Mozer was able to reserve it for June, but not July.

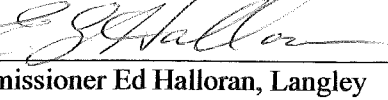
**NEW BUSINESS:** Gordon noted that the Commissioners had all received a letter and asked Mozer to speak about it. Mozer announced that she submitted her resignation. Her husband is in the military and has received orders for Australia, so their family will be moving there in August. Her last day at the Port will be July 24<sup>th</sup>. The Commission expressed their sincere appreciation for all of her work.

ADJOURNMENT: The Meeting was adjourned at 7:33 p.m.

Approved:

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

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

  
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Commissioner Ed Halloran, Langley

Minutes reviewed by:

  
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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.