

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, June 12, 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 June Vouchers in the amount of \$99,318.14 and Minutes from the Regular Meeting of May 8 and Special Meeting of April 24, 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

April 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
- Fairgrounds Director 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

June 12, 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), 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 May 8 and the Special Meeting of April 24, 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 June 2018 as signed today in the amount of \$99,318.14. The Motion passed unanimously.

PUBLIC COMMENT

Mel Trenor of Island Beach Access (IBA) provided copies of the proposed 42"x72" poster for the display case at Clinton Beach. The poster header reads: Clinton Beach – a Universally Accessible Beach and explains it is a joint project of the Port of South Whidbey and Island Beach. It includes photographs and details of the features at Clinton Beach Park. Fine Balance Imaging donated the design time. Because it will be displayed in a marine environment, special UV inks must be used and a plastic backing rather than just laminate, which increases the cost to \$200 rather than \$50. The Port agreed to pay the printing and backing costs for the poster. Trenor reported that Whidbey TV produced a 4.5 minute video on the Clinton Beach Universal Accessibility Project. It can be viewed on Whidbey TV, at IBA's website at www.islandbeachaccess.org and on the Port's Facebook page. Mozer said she would also add it to the Port's website at www.portofsouthwhidbey.com.

FINANCIAL UPDATE

April 2018 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the April 2018 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$277,000 in tax, operating and bond revenue and incurred \$78,000 in operating and capital expenses during April 2018. Ending cash balance at 4/30/18 was \$1,400,000, consisting of \$934,000 in the Bond Fund and \$483,000 in the General Fund. She also provided her updated cash flow projections through the end of 2019 and a tracking summary of the bond fund.

Executive Director Hiring: Applications are due on Friday, June 15th by 4:00 p.m. The Commission agreed to tentatively schedule a special meeting with an executive session the afternoon of Tuesday, June 19th to review & discuss the qualifications of the applicants and select individuals to be interviewed for the position.

STATUS REPORTS:

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was absent, so Mozer presented his monthly report. The company manufacturing the golf cart reported it should be completed in another week or two. On July 7th, McPhee hosted a tour of the Harbor on July 7th related to the group's effort to include North Central Puget Sound in planning for passenger ferry service & linking with existing passenger ferries and potential future Sound-wide passenger ferry network. He reported that the attendees generally acknowledged that the Port's Clinton facility, with its proximity to parking and public transportation, would be a better fit than the Harbor. He plans to submit applications for the City of Langley's Tourism Funds grant program in July or August for qualifying Harbor activities.

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**, Kisch appreciated the opportunity to be part of the Shelton story pole project. A brief video of the process was posted on South Whidbey Historical Society's Facebook page and already has 1,300 views. Once the pole was safely down, Port employees were able to utilize the rented basket lift on painting projects, roof treatments, tree trimming, gutter cleaning, lighting repairs and upgrades, etc. Halloran said various volunteers with the Marine Resource Committee had recently visited **Possession** and were very complimentary about how the place looked and how well it was maintained.

Mukilteo Parking: The Port's attorney has provided a final version of the Memorandum of Understanding (MOU) between the Port and the Tulalip Tribes for the parking project, and the Tribes are reviewing it now. The Port received a letter from the Washington State Department of Transportation confirming that the project had made it through the first round of the Regional Mobility Grant process. Mozer will submit that \$2 million construction grant application by July 13th. On July 12th, Gordon and Mozer will meet with new Washington State Ferries Director Amy Scarton and they hope she'll provide a letter of support for the project. Mozer noted that the total funding availability of the Regional Mobility Grant program is \$93 million.

Clinton Dock: As reported at the Special Meeting on May 30th, the dock is now open. The contractor removed the three individual floats from the long dock and moved them to Possession Beach Waterfront Park on May 17th. Gordon and Mozer spoke with the engineer, and it their intention to provide the Port with a written summary that will hopefully explain why the design fix did not work. In the meantime, Mozer has submitted the voucher to pay the contractor (Combined Construction) minus a 5% retainage pending close-out with State agencies. Mozer noted that going forward, the Clinton Dock will be a major topic of conversation with Washington State Ferries as the Port leases that property from WSF.

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: FAC Chair **Gary Gabelein** was on hand to answer any questions regarding the Committee's recent meeting minutes and discussions. He reported that a group of people are planning to develop a fairly large RV Park in the field by Freeland Hall. He provided copies of pictures of a person named Paul Cunningham standing next to a pole carved in the same style as the pole on the Fairgrounds.

- **Fairgrounds Director Report:** Larry Lehtonen presented his monthly report. He has been working with Fair Administrator Carol Coble to ensure the Fair Association's lease is in place by July 1st. A food truck vendor has contracted to attend all horse arena events. Lehtonen is looking into refurbishing the HOPE kitchen over the winter to make it a warming kitchen that would allow a vendor to have a multi-year contract to supply food for all future events. Fairgrounds Maintenance Staff has been busy painting and pressure washing (Port Fairgrounds office exterior and door; Fiddle Faddle Barn, outside stage and red tree benches on east/west sides of Arena, etc.) in preparation of all the upcoming events (Ragnar Relay, Cool Bayview Nights Car Show, Whidbey Island Fair, etc.). Kristi O'Donnell has been hired as the Fairgrounds Marketing & Events Coordinator (half-time employee). Bid packages for the Black Box Theater 2nd Door Project will be posted June 12th. The plan is to have the work completed during the month of August. Lehtonen has been working on getting wi-fi for the entire Fairgrounds and has been disappointed with Whidbey Telecom's response to date. He will meet with a technician and an account manager on Thursday.
- **Property Improvements/Renovations:** Mozer added her appreciation for Kisch's great job of planning for and coordinating bringing the William Shelton Pole to a horizontal position safely. Gordon added that Coble had asked him to let everyone know how pleased and impressed she was with all the Port's efforts on the Fairgrounds. Mozer also thanked Gordon for donating Island Asphalt's equipment and man hours for the Pole project. In May, Mozer provided presentations for both the Rural County Economic Development Funds (RCEDF) grant application and the Recreation & Conservation Office (RCO) grant application. The County plans to discuss the RCEDF applicants at a work session in June. For RCO, the second round of presentations will take place in August. It is an RV Park-specific program with a 50% match requirement. Mozer & Gordon had a discussion regarding the Coffman Kitchen project with a contracting expert from the Port of Seattle. He provided some creative ideas on how to move forward contracting-wise to possibly structure a contract that can give the Port more creativity in renovating the building than just contracting with only an architect. She will provide the Commission with a written summary of that discussion prior to the next special meeting. Finally, Mozer asked everyone present to spread the word to local contractors about the Black Box Theater project.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Island County Solid Waste Manager Joantha Guthrie provided a presentation on the problems they are having with products that cannot be recycled.

IRTPO: A lot of the discussion was focused on roundabouts. The contractor for the new roundabout at Sharpes Corner is doing really well and the work is ahead of schedule.

CCC: Did not attend; no report.

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

Langley: At the June 4th meeting, Mary Beth Crandall from Island Transit Bus Tours and Mobility Specialist provided a very good presentation on the new programs that are similar to a charter service. Island Transit might be able to support the Fair and other events at the Fairgrounds. The City is making good progress in identifying property lines at Seawall Park so Jay Davenny can start designing it. There was a lengthy discussion and several public comments regarding Langley Police Chief David Marks.

MRC: The volunteers are lined up to begin the study/count of the Pigeon Guillemots this summer. Along with kelp beds, the birds are indicators of the quality of the shoreline. Florian Graner, who MRC contracted with to produce two videos on the Salish Sea, has been contracted by Whatcom County to make a film that can be shown to students as part of a classroom presentation with the teacher pausing to provide supplemental instruction. Island County is interested in doing the same. The Joint MRC (Skagit/Island/Whatcom Counties) meeting will be held on July 18th at Padilla Bay. Finally, Halloran reported that there are 3 ways to measure the health of kelp beds: taking aerial photos of the beds, dragging an underwater camera through the beds from a small boat, and using sonar. The Washington

State Department of Natural Resources has stepped out to take all that data and reduce it into meaningful information.

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 May meeting was newly hired Executive Director Sharon Sappington's first day. The group discussed the 60% drop in membership this year which resulted in the cancellation of the Annual Luncheon. Many members reported they had not received the renewal invoices; it appears they were not sent out.

WPPA: All three Commissioners attended the Spring Meeting in Vancouver, WA and reported that it was very informative and beneficial. Ng participated in the Open Public Meetings Act training while at the seminar. The Commissioners will also attend the July 22nd-24th Commissioners' Seminar in Cle Elum.

P&M: The next meeting is scheduled for June 22nd.

FWSD: No report.

OLD BUSINESS: The Port's next regular meeting will be held at Grigware Hall of Trinity Lutheran Church located at 18341 WA-525 in Freeland.

NEW BUSINESS: None.

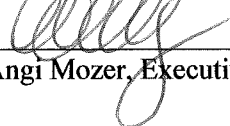
ADJOURNMENT: The Meeting was adjourned at 7:33 p.m.

Approved:


Minutes reviewed by:



Commissioner Jack Ng, Freeland



Angi Mozer, Executive Director



Commissioner Curt Gordon, Clinton



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.