

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

**PUBLIC HEARING FOR 2018 BUDGET
&
SPECIAL MEETING**

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, November 27, 2018

Public Budget Hearing at 6:15 p.m.

Special Meeting (immediately following the Public Hearing)

AGENDA

6:00 PM: WORKSHOP

6:15 PM: PUBLIC HEARING ON THE 2019 BUDGET

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (immediately following the Public Hearing)

COMMISSION ACTIONS/DISCUSSIONS

Approval of 2019 Final Budget

Levy Certification and Ordinance/Resolution No. 18-08 to Establish 2019 Levy

Consent Agenda: Approval of Voucher in the amount of \$32,271.76 for the purchase of a 2019 Ford F-250 Pickup Truck

Resolution No. 18-09 to Contract with the Municipal Research and Services Center (MRSC) to develop, maintain and host the Port's rosters for small public works contracts and consulting services through MRSC Rosters

FINANCIAL UPDATE

- **October 2018 Financial Statement and Executive Director Report**

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Fairgrounds

- Fairgrounds Director Report

Mukilteo Parking

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Special Meeting
November 27, 2018
Freeland, Washington

Commissioners Present: Curt Gordon (Clinton) and Ed Halloran (Langley) **Absent:** Jack Ng (Freeland)

Port Staff Present: Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Duncan McPhee (Harbormaster), Pat Kisch (Maintenance & Operations Supervisor) and Larry Lehtonen (Fairgrounds Director)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 27, 2018 in the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington. As announced, the primary purpose of the Special Meeting was for the Commission to address the items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Immediately following the Public Hearing on the 2019 Budget, Commissioner Curt Gordon, Vice President, called the Special Meeting to order at 6:30 p.m., followed by the Pledge of Allegiance.

COMMISSION ACTIONS/DISCUSSIONS

Approval of 2019 Final Budget

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Gordon to approve the 2019 Budget as presented. The Motion passed unanimously.

Levy Certification and Ordinance/Resolution No. 18-08 to Establish 2019 Levy: The Ordinance/Resolution authorizes an increase of 1% from the previous year's actual levy amount. The dollar amount of the increase over the actual levy amount from the previous year shall be \$7,674.64.

ACTION: A Motion was made by Halloran and seconded by Gordon to approve and adopt Ordinance/Resolution No. 18-08 as presented, providing authorization for the levy to be collected in the 2019 tax year. The Motion passed unanimously.

Executive Director Stan Reeves provided his signature as Auditing Officer on the Levy Certification.

Consent Agenda: 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.

The single item on the Consent Agenda was a Voucher for the purchase of a 2019 Ford F-250 Pickup Truck (delivered to the Port on November 16, 2018).

ACTION: A Motion was made by Halloran and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of the Voucher dated November 27, 2018 as signed today in the amount of \$32,271.76. The Motion passed unanimously.

Resolution No. 18-09 to Contract with the Municipal Research and Services Center (MRSC) to develop, maintain and host the Port's rosters for small public works contracts and consulting services through MRSC Rosters: Executive Director Stan Reeves explained that the resolution is basically taken word for word from the MRSC website. As previously discussed, it sets Reeves' approval

limit at \$4,000 for small works projects and consulting agreements. Because of the way it is written, it is not only a resolution to contract with MRSC for small public works contracts and consulting services through its Rosters – it essentially becomes the Port’s procurement policy as well. If the Port approves Resolution No. 18-09, Reeves will use it to draft the Procurement Policy for Commission approval at a subsequent meeting. Approval of the Resolution also authorizes Reeves to enter into a contract with MRSC. The contract is for one year at a time and the Port can opt out with 30 days’ notice. The benefit is that the Port will no longer have to maintain its own rosters, and everything is pretty much automated by using MRSC. Gordon added that most municipalities use the MRSC Rosters, so many contractors and consultants are accustomed to looking for projects on the website. By joining, the Port’s projects will get more notice and hopefully more responses.

ACTION; A Motion was made by Halloran and seconded by Gordon to contract with the Municipal Research and Services Center to develop, maintain and host the Port’s rosters for small public works contracts and consulting services through MRSC Rosters. The Motion passed unanimously.

FINANCIAL UPDATE

October 2018 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the October 2018 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$281,000 in tax, operating and bond revenue and incurred \$83,000 in operating and capital expenses during October 2018. Ending cash balance at 10/31/18 was \$1,408,000, consisting of \$819,000 in the Bond Fund and \$589,000 in the General Fund. He also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for November 2018, and a tracking summary of the bond fund.

STATUS REPORTS (Reordered from Agenda)

Fairgrounds: Reeves reported that Island County Commissioners have signed the Grant Agreement for the Rural County Economic Development Funds awarding the Port \$688,000 for the Fairgrounds Redevelopment project as defined in the Application submitted April 2, 2018. The money will be spent over the next two years with \$387,000 projected in 2019. The Port will provide matching funds for approximately 90% of the grant.

The Black Box Theater project (adding a 2nd door) starts tomorrow. The Driftmier Architects should complete finalization of the design plans for the Coffman Kitchen in mid-late January, with permitting immediately following. The Port plans to go out to bid prior to the Whidbey Island Fair in July with construction starting right after the Fair.

The On Call Engineering Services contract with Davido Consulting Group is signed; first meeting with Davido’s Quin Clements is scheduled for Thursday, November 29th.

- Larry Lehtonen presented his monthly report. The emergency electrical repair over the horse barns is complete. Two power poles were replaced and the tree that caused the problem has been removed. After evaluating utility expenses, etc., Lehtonen plans to increase tenant rates by approximately 10% in the 2019 agreements. Camping revenue is continues to exceed projections. He is in the process of obtaining bids to upgrade the main restrooms. The tree trim/removal project on the property’s western boundary line is in process and should be fully completed within the next week or so. Work on the Port’s Fairgrounds Office (replacement of roof, windows & entry door) will take place in December. Sadly, Campground Host Ben Wooldridge was badly burned when his RV caught fire on November 28th, and the fire completely destroyed his home. Fair Administrator Carol Coble is organizing a Chili Cook-Off Fundraiser for him in the Coffman Building on December 7th and his sister has set up a GoFundMe page on his behalf.

Port Operations

- **Maintenance & Operations Supervisor Report:** Kisch presented 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. The floats were removed from **Bush Point** on October 10th. Hanson's has added new safety equipment to their boom truck that prevents the driver from lifting a certain amount of weight at or near full boom extension. In the future, Kisch will try to adjust the start time closer to the high tide so the dock sections closer to the truck and maximize the rental period. The ADA beach mats were removed from **Clinton Beach** on November 15th and stored at the Fairgrounds for the season. At **Possession**, two large downed trees created a safety issue on the Dorothy Cleveland Trail. The Trail was closed until Port staff was able to cut up the trees and remove them from the path. Also at Possession, a 7' X 8' piece of a concrete floating dock washed ashore and Kisch moved it up out of the tide zone to prevent it from continuing to be a navigational hazard. With Halloran's help, Kisch was able to contact the Department of Natural Resources and they were able to remove the derelict dock section and some of the creosote logs at Possession as well. Regarding the water issue with the private well at the **Bush Point** residence, Dennis Keefe (Operator of the Bush Point Resort Water System) said the Port has a water share in case there are plans to add restrooms to the parking lot. He sees no reason why the Port can't connect the residence to the Water System with that share. He has offered to work with Kisch to make that connection and repair the fence along that side since he is the adjoining property owner. Gordon noted that a Water Availability Verification Form would have to be submitted to Island County Health Department to demonstrate that it is a legitimate water share and it is registered.

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. The good weather in November has helped Harbor revenue, including two yacht club visits with great turnout. Last Saturday, staff collected at least \$100 just in day stops. Staff is in the process of replacing the pole light head units that were provided under a warranty claim. McPhee is utilizing his scaffolding that will work for all but one of the units. After that, they'll work on brightening up the Harbor for the upcoming Clipper visits. He plans to modify the rail sections that have to be removed when the Clipper docks so it can be easily performed by one person. The Port's golf cart will be available for anyone needing assistance (including wheelchair) up to Downtown Langley, but the historically the vast majority of visitors prefer to walk up the hill. McPhee will work on public relations and marketing throughout the winter months, and continue with facility repairs & maintenance. Halloran reported that the students in the South Whidbey High School Flight Club have been recruited to help greet and direct Clipper visitors to various businesses when they reach the top of Wharf Street. The Langley Chamber of Commerce is providing the training for the students.

Mukilteo Parking: Per the request of City of Mukilteo Mayor Jennifer Gregerson, Gordon and Reeves provided a presentation to brief the Council on the status of the potential Mukilteo Parking project. Reeves reported that the Councilmembers and Mayor seemed receptive. The Port Attorney had to restructure the Memorandum of Understanding (MOU) to remove the Port of Everett (POE) from it. The MOU is now between the Port and the Tulalip Tribes only. The Port Attorney has prepared an Interdistrict Agreement for the Joint Exercise of Port District Powers between the Port of South Whidbey and the Port of Everett (POE). The Interdistrict Agreement is required for the Port of South Whidbey to conduct business in POE's district. The Port of Everett planned to take action on the Interdistrict Agreement during its meeting earlier today. Reeves recommended approval of both the Agreement with POE and the MOU with the Tribes.

ACTION: A Motion was made by Halloran and seconded by Gordon to enter into and execute the Interdistrict Agreement for the Joint Exercise of Port Powers between the Port of South Whidbey and the Port of Everett for the Port's pursuit of funding and development of a parking facility for ferry commuters within the Port District of Everett as presented. The Motion passed unanimously.

ACTION: A Motion was made by Halloran and seconded by Gordon to enter into and agree to the Memorandum of Understanding between the Port of South Whidbey and the Tulalip Tribes regarding the undertaking of a project to build a temporary parking lot to allow visitors and commuters pedestrian access to the Washington State Ferry system at Mukilteo as presented. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 7:27 p.m.

Approved:

Minutes prepared and submitted by:

ABSENT
Commissioner Jack Ng, Freeland

Molly MacLeod-Roberts
Molly MacLeod-Roberts, Port Clerk/Accountant

[Signature]
Commissioner Curt Gordon, Clinton

[Signature]
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.