

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249  
Tuesday, January 8, 2019 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

**Election of Board Officers for 2019**

**Appointment of Alternate Auditing Officer**

**Review of Commissioner Appointments & Committee Assignments for 2019**

**Consent Agenda:** Approval of January Vouchers in the amount of \$122,581.93 and Minutes from the Regular Meeting of December 11, 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

**November 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  
January 8, 2019  
Freeland, Washington

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

**Port Staff Present:** Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor) and Duncan McPhee (Harbormaster)

**Absent:** Stan Reeves (Executive Director) 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, January 8, 2019, 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**

**Election of Officers for 2019:**

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

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

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

The following slate of officers were elected for 2019:

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

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

**Appointment of Alternate Auditing Officer:**

**ACTION:** A Motion was made by Halloran and seconded by Ng to have Gordon remain as the Port's Alternate Auditing Officer. The Motion passed unanimously.

**Review of Commissioner Appointments:** The Commission agreed to retain the same appointments/assignments as the previous year with the exception of the Washington Public Ports Association (WPPA). Halloran replaced Ng as the Port's WPPA Representative and Gordon was named as the alternate.

**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 11, 2018.

**ACTION:** A Motion was made by Halloran and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2019 as signed today in the amount of \$122,581.93. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

#### **FINANCIAL UPDATE**

**November 2018 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the November 2018 Financial Statement which was distributed to them previously. Executive Director Stan Reeves was absent but had provided the Commission with his report. Port Clerk/Accountant Molly MacLeod-Roberts stated that the Port received \$98,000 in tax, operating and bond revenue and incurred \$140,000 in operating and capital expenses during November 2018. Ending cash balance at 11/30/18 was \$1,366,000, consisting of \$821,000 in the Bond Fund and \$545,000 in the General Fund. Reeves had also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for December 2018, and a tracking summary of the bond fund.

#### **STATUS REPORTS:**

##### **South Whidbey Harbor**

**Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. McPhee provided a brief recap of 2018, starting with his plans to use the Port-wide brochure created for the 2018 Seattle Boat Show in this year's marketing effort. Boaters have responded very positively to the addition of Roam Pay, which allows Harbor staff to process guest's credit card payments right next to their boat on the dock. The Port's ADA golf cart has also been very popular with Harbor guests. McPhee's primary goals in 2019 are to improve Harbor revenue and pursue grant funding to keep infrastructure in service and provide the basis for future expansion. He also plans to work on getting more visits from commercial vessels like the San Juan Clipper. Halloran heard something about a tall ship visit, and McPhee explained that the Langley Chamber of Commerce has been working on a 7-8 day visit in mid-September from the Lady Washington, a 114' tall sailing ship. The ship will be moored on E Dock and will provide vessel tours and two-hour sailing experiences.

##### **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 running boards for the 2019 Ford F-250 arrived today and Kisch was able to install them easily. The canopy for the truck is being built and will be ready in the next few weeks. He has also ordered a 6X12 tilt trailer from the Department of Enterprise Services; the Harbor golf cart might fit on it if needed. At **Humphrey Road Parking Lot**, Kisch installed new signs reflecting the increased rates as of January 1<sup>st</sup>. He also purchased a reflective sign to replace the wooden sign on Humphrey Road. Gordon encouraged Port staff to promote the availability of quarterly permit parking. Kisch contacted the South Whidbey School District and the Port will be able to get fuel from the District's bus barn at a better rate. The Port logo decals have been installed on the doors of both of the Port trucks. The **Fairgrounds** tractor is in Mount Vernon for service/repair. At **Clinton Dock**, Kisch tried to get three more bolts in the piling hoop closest to the beach but could only get one in place so far. The recent wind storm damaged more of the fence around the **Bush Pt** residence. He will bring in a dumpster for the fencing and for the back deck that will be removed soon. He'll use a small excavator to remove the old concrete fence post bases and dispose of them as well.

**Mukilteo Parking:** The Memorandum of Understanding (MOU) with the Tulalip Tribes has been signed by both the Port and Tribes; still waiting on the exhibit(s) with the legal description/illustration. The Port has started working with the City of Mukilteo on the specifics the traffic consultant will need to address in the study. Later this month there will be a Developers Agreement meeting with Gordon, Reeves, Brian Carroll from the Tribes, Quin Clements from Davido Consulting and planners from the City of Mukilteo.

**Clinton Dock:** If Kisch needs help, Gordon encouraged him to talk to Reeves and get Greenbank Metalworks or someone to be assist rather than do it alone. Gordon reiterated that he would like Reid Middleton to look at the concept of a bridge between the two dock sections.

### **Fairgrounds**

- Fairgrounds Advisory Committee (FAC) Report: Gary Gabelein confirmed that the Port had received the forwarded letter from the Tribes to Bill Haroldson (President, South Whidbey Historical Society) regarding the story pole. Gabelein said he was pleased to hear the FAC will have input when it comes to renaming the Fairgrounds property.
- Fairgrounds Director Report: Larry Lehtonen was absent but had previously submitted his monthly report. Gordon provided a brief recap of the report. The Black Box Theater emergency doors will be completed sometime in January (weather permitting). Lehtonen hired two temporary part-time (90-day positions) Marketing & Events Coordinators. The Fairgrounds tenant contracts/agreements have been rewritten and sent out for review/submittal with the exception of the Fair Association's agreement. The Coffman construction project will start after the Fair and be completed by the end of the year.
- Property Improvements/Renovations: No additional discussion.

### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** December meeting was cancelled.

**IRTPO:** December meeting was cancelled.

**CCC:** Did not attend (scheduling conflict)

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

**MRC:** Halloran attended the meeting held earlier in the day. The MRC is preparing to "report out" on 2018 activities/actions. There will be \$75,000 available from the Northwest Straits Foundation (NWSF) in 2019. Many of the projects will be continuations (fish foraging, eel grass monitoring, etc.) but there will also be new ideas, particularly in the area of outreach by offering educational classes to homeowners and contractors regarding bulkheads, etc. An additional \$10,000 is available through a non-profit organization for projects that "pop up" and are not on the NWSF agenda. Halloran strongly encouraged attendance at Sound Waters University on February 2<sup>nd</sup> at South Whidbey High School.

**Langley:** There were presentations by 3 different individuals regarding the impact of the U.S. Navy's Growler flights. A total of 77 people attended the first Emergency Preparedness general meeting, and 50 of them expressed interest in being Zone Leaders. The group is working closely with Island County's Department of Emergency Management. An estimated 1,200 people attended this year's Sea Float Scramble on January 5<sup>th</sup>. Langley shop owners were very pleased with the Clipper's visits during the holiday season.

**Joint Parks Committee:** No meeting held.

Ng: Island County Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M)

EDC: The next meeting is in February. Last year, the EDC did not send out billing invoices to its members and membership dropped dramatically. Ng recommended sending out the invoices via US Mail, but the director decided to try sending the invoices electronically first and see how it goes.

WPPA: Port of Anacortes Commissioner Kathy Pittis recently stepped down as WPPA's representative on the Governor's Southern Resident Killer Whale Task Force. Halloran said that WPPA Executive Director Eric Johnson already has 5 good candidates to replace her. Gordon said Pittis' report at the December meeting indicated that the group was not really listening to good science. It is likely that the Task Force will recommend that whale watching vessels should be asked to not track the Southern Resident Orcas for a two-year period.

P&M: The next meeting is scheduled for Tuesday, January 15<sup>th</sup>.

OLD BUSINESS: None.


NEW BUSINESS: None.

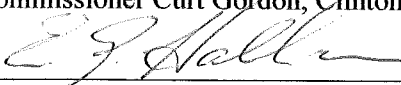
ADJOURNMENT: The Meeting was adjourned at 7:33 p.m.


Approved:

Minutes prepared and submitted by:

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

  
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Molly MacLeod-Roberts, Port Clerk/Accountant

  
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Commissioner Ed Halloran, Langley

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

**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.