

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, July 9, 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

Consent Agenda: Approval of July Vouchers in the amount of **\$95,890.23**

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.*

EXECUTIVER DIRECTOR REPORT

Financial Update and May 2019 Financial Statement
Mukilteo Parking
Fairgrounds Property Improvements/Renovations
Gangway Issues at South Whidbey Harbor and Clinton Dock

STATUS REPORTS

Fairgrounds

- Fairgrounds Advisory Committee Report
- Fairgrounds Director Report

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

ACTIVITIES/INVOLVEMENT REPORTS

Halloran: Marine Resources Committee (MRC), City of Langley Council Meetings, Washington Public Ports Association (WPPA) and Joint Parks Committee

Ng: Economic Development Council (EDC) and Port-wide Marketing & Promotion Committee (M&P)

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

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

July 9, 2019

Freeland, Washington

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

Port Staff Present: Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Larry Lehtonen (Fairgrounds Director), Patrick Boin (Interim Harbormaster), Pat Kisch (Maintenance & Operations Supervisor) and Jesse Levesque (Fairgrounds Marketing & Events Coordinator)

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, July 9, 2019, in the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington. Commissioner Curt Gordon (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.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated July 2019 as signed today in the amount of \$95,890.23. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

May 2019 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the May 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$143,000 in tax, operating and bond revenue and incurred \$104,000 in operating and capital expenses during May 2019. Ending cash balance at 5/31/19 was \$1,414,000 consisting of \$785,000 in the Bond Fund and \$629,000 in the General Fund. Reeves had also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for June 2019, and a tracking summary of the bond fund.

Memorandum 2019-01: Reeves had prepared the Memo to transfer funds from the General Obligation Bond Accounts to the General Operating Account in the amount of \$23,636.14 to reimburse the General Operating Account for the capital expenses. The 2018A Bond would reimburse a total of \$11,418.18 for work on the Fairgrounds Port Office Renovations (DB Construction) and 3-Phase Power (The Driftmier Architects). The 2018B (Taxable) Bond would reimburse a total of \$12,217.96 for the Coffman Kitchen Expansion (Driftmier and the City of Langley). Reeves explained the amounts are basically the Port's portion of the match for the Rural County Economic Development Funds (RCEDF) grant, with the exception of the Fairgrounds Port Office renovations which was not a matching project.

ACTION: A Motion was made by Halloran and seconded by Ng to approve Memorandum 2019-01 directing Stan Reeves, Auditing Officer, to transfer \$23,636.14 from the Bond Accounts to the General Operating Account as presented. The Motion passed unanimously.

Reeves noted that the Port is still “cash heavy” due to capital projects running behind. The capital expenditures should increase over the next few months, including an invoice of \$75K-\$85K from Davido Consulting Group (DCG) and the traffic consultant for the Mukilteo traffic study.

Overall, the Port’s operating revenue and expenses are close to budget, with revenues slightly higher and expenses slightly lower. Gordon said Reeves was doing a great job on the cash flow.

Mukilteo Parking: The Port has already received the \$10,541 check for the 2nd reimbursement request from the Department of Commerce grant. The traffic study was completed on July 1st, and the final draft went to Davido and the Tulalip Tribes for review. There is still work to be done on the Developers Agreement between the City of Mukilteo and the Tribes for the tank farm property. Specifically, at the City’s June 10th Work Session on the Shoreline Management Plan, the planners proposed a 35’ height restriction for new construction, but the Councilmembers thought 25’ would be better. Other buildings in the area (the inn, the federal building and the new ferry terminal) are all 35’ so the Tribes are not happy with a lower limit that would only affect the Tribes property. Reeves explained that the height of the development has to be included in the pre-application packet to the City, so he is waiting to hear back from the Tribes on what they want to do. Gordon added that the Tribes want to make sure their rights to build are protected.

Gordon reported that Sound Transit recently contacted him, Reeves and the Tribes to talk. Between Edmonds and Mukilteo, Sound Transit has \$40 million to spend on either parking or bringing people to those multi-modal stations. Reeves and Ng will attend that meeting on July 29th.

Gangway Issues at South Whidbey Harbor and Clinton Dock: Both gangways were closed at Reeves’ direction after the regular June meeting pending repairs to the shackle structures. The gangway at the Harbor was repaired about two weeks later with Culbertson Marine using a crane to hold it up while Rex from Greenbank Metalworks replaced the eyes and shackle assemblies from Mantle Industries, so D and E Docks are open again. The closure of the outer docks resulted in an estimated revenue loss of \$1,600-\$2,000. Estimated costs are \$12,000 for the crane and \$2,700 for welding; no charge for the parts provided by Mantle. The gangway at Clinton Dock remains closed pending the delivery of the replacement parts from Mantle.

Fairgrounds Property Improvements/Renovations: The Port has not yet received the reimbursement check for the 2nd request to Island County for the RCEDF grant; it usually takes 45 days. For the Coffman Kitchen project: All of the plans were submitted to the City of Langley, went through the Design Review Board, and an onsite inspection was performed. Driftmier Architects is addressing some questions that arose during the inspection and Reeves will jump in as needed.

STATUS REPORTS:

Whidbey Island Fairgrounds & Events Center

- Fairgrounds Advisory Committee (FAC) Report: After last month’s regular meeting, Reeves said the he and the FAC needed some clarity on naming the buildings. Gordon explained that he wanted the process to be less formal than the policy previously suggested with the Port Commission simply providing final approval/disapproval for names and other FAC recommendations.
- Fairgrounds Director Report: Larry Lehtonen presented his monthly report. The finish line and celebration of the Ragnar Northwest Passage will take place on the Fairgrounds on Saturday, July 13th. David Schaal (Fairgrounds Maintenance) has submitted his two weeks’ notice so Lehtonen will be looking to hire someone as his replacement. Lehtonen reintroduced Jesse Levesque (Fairgrounds Marketing & Events Coordinator) to the Commission. She said it is an honor to work with the Port and thanked the Port for taking on the Fairgrounds property. On behalf of the Fairgrounds and the Langley Creates Steering Committee, Levesque said the Committee would like to be invited to the next Port

meeting to present the benefits and opportunities of a Creative District. Reeves will set up a Special Meeting sometime in August.

Fair history photos (from 1920s-1950s) were installed in the ticket window of the walk-in entrance to the Fairgrounds in May. Two additional displays with brief history descriptions and pictures were also added.

Lehtonen noted that the City of Langley had formally approved the Creative District. Reeves has provided some questions/concerns to the Steering Committee and the members are preparing to provide an informational packet to the Port at the Special Meeting. The group wants to submit their application within the next few weeks but they really want to get Port approval to add the Fairgrounds to the Creative District prior to submittal.

The Fairgrounds' social media presence is poor. He and Levesque are working with the Langley Chamber of Commerce on Harvest Fest and with WICA (Whidbey Island Center for the Arts) for DjangoFest NW, and those organizations have a strong website/Facebook/social media presence that the Fairgrounds doesn't have. Lehtonen said they will work harder on that and report progress in the coming months.

Lehtonen is working on getting heat for the Pole kitchen and dining areas to accommodate planned events through the fall and winter. Although the Secret Kitchen didn't do as well as they hoped, he said Levesque is constantly getting calls asking when is the next one. He said the plan is to provide at least one Secret Kitchen dinner per month. Gordon encouraged them to find someone else to do it for them, someone that does it for a living and the Port can help make it sweet the first couple of times as a "loss leader" until they can afford to pay rent. Levesque said there are a few chefs interested in doing it as pop-up. Lehtonen reiterated that heat is needed in those areas when the Coffman Building is under renovation and the kitchen users will need to use the Pole kitchen instead.

The turnover to the Fair Association is nearly complete and the process is going smoothly.

Port Operations

- **Maintenance & Operations Supervisor Report:** Maintenance & Operations Supervisor Pat Kisch provided 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. Most of his time was spent on the gangway issues at **South Whidbey Harbor** and **Clinton Beach**. He provided additional details on the repairs made at the Harbor and the plans for the repair of the gangway at Clinton. Gordon asked when the last dive inspection of the pins, cables and clump weights of the outer docks was performed. Interim Harbormaster Patrick Boin said he wasn't sure, but he thinks it is due. Reeves and Boin will schedule it. Gordon said Reeves, Kisch and Boin did a great job on the gangway repair at the Harbor, saving the Port a lot of money while making safety a priority.

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Interim Harbormaster Patrick Boin was on hand to present his monthly report. When Boin came into work last Friday he discovered there had been a fuel spill in the fairway of D Dock and the piling wall. All of the Port's fuel spill absorbent pads and booms were deployed to successfully contain the spill. He contacted all of the appropriate agencies and no damage or injuries were involved, and Kisch has already ordered and restocked the spill containment kit.

Boin hopes to find a licensed and bonded electrician to inspect all of the Harbor's power pedestals to ensure they are in proper working condition. There is a need to add camera/video capability for D & E docks as well as the inner harbor; he will contact Whidbey Telecom regarding options and cost.

The Harbor is still understaffed, but Boin hopes to have 2 or 3 part-time dock attendants on board by the middle of next week.

ACTIVITIES/INVOLVEMENT REPORTS

Halloran: Marine Resources Committee (MRC), City of Langley Council Meetings, Washington Public Ports Association (WPPA), and Joint Parks Committee

MRC: The individual who used sonar soundings from his boat has retired, so there are significant changes to the monitoring of kelp and eelgrass as a result. There will still be some aerial monitoring and some diving. The MRC discussed how to apply the \$10,000 received from the Opportunity Fund. Last year, it was used to create a card with specifics about crabbing and highlighting the major issues with derelict gear. The MRC will continue to use that funding for public outreach, etc.

Langley: Officer Mason Shoudy received a Meritorious Service Award for his response to the aircraft crash at Porter Field in January. Island County Prosecutor Greg Banks explained the need for the City to choose whether to use the county prosecutor or a city prosecutor. Halloran noted that it would be very expensive for the city to handle prosecutors. Representatives from Ryan's House and the HUB also provided excellent presentations regarding homeless teens.

WPPA:

Joint Parks Committee: No meeting held.

Ng: Island County Economic Development Council (EDC) and Port Promotion & Marketing Committee (P&M)

EDC: Ng missed the meeting because his email address was left off the distribution list.

P&M: Ng suggested setting up a meeting in September and Reeves agreed.

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

COG: Chief Executive Officer and Chief Financial Officer of Whidbey Health introduced himself to the COG and provided an update on the organization and recent changes. Gordon found it ironic that 3 of the COG members (Island County Commissioner Helen Price Johnson, Coupeville Mayor Molly Hughes and Gordon himself) had lost their doctors due to the clinics being closed.

IRTPO: Meeting was cancelled.

CCC: The group held another work party to clean up Dan Porter Park. The CCC is still involved with in adding an economic development element to the County's Comprehensive Plan. Using grant funding, the County has hired consultants to conduct the research. Those consultants interviewed the CCC, and Gordon also made sure they had access to the Port-funded Clinton Market Study (by Beckwith Consulting Group) which contains a lot of useful data.

OLD BUSINESS:

South Whidbey Harbor Expansion: Reeves reported that he has contracted with Reid Middleton to update one of the phases of the design concepts started in 2010 (swinging out D and E docks, and add G dock with the potential to add finger piers later). Shannon Kinsella should have drawings and rough cost estimates by the end of the week along with 3-4 options for how the finger piers could be positioned. Gordon would like to finalize a plan for a joint meeting with the City of Langley by late August.


NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:38 p.m.

Approved:




Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

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.