

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, October 13, 2015 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

Consent Agenda

Approval of October 2015 Vouchers in the amount of **\$81,986.59** and approval of Minutes from the Regular Meeting of July 14, Work Sessions of July 23 and October 8, and Special Meeting of September 17 & 18, 2015.

PUBLIC COMMENT – Please limit comments to 5 minutes

FINANCIAL UPDATE

**August 2015 Financial Statement and Executive Director Report
2016 Draft Preliminary Budget**

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor
Operations & Maintenance Permitting

Mukilteo Parking

Clinton Market Study

South Whidbey Weekend Bus Service

Island County Fairgrounds

South Whidbey Harbor

Phase 1 Project

- Outside Mooring
- Anchor Lines

Overall Harbor Expansion Project

Harbor Operations

Possession Beach Waterfront Park

Boat Ramp Renovation Project

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

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

Ng: Economic Development Council (EDC)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

October 13, 2015

Langley, Washington

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster) and **Consultants** Melene Thompson (Fairgrounds Property Manager) and Marty Matthews (Fairgrounds Business and Marketing Plan Study)

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, October 13, 2015, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton Rd., Langley, 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.

Approval of Minutes: Minutes from the Regular Meeting of July 14, the Work Sessions of July 23 and October 8, and the Special Meeting of September 17 & 18, 2015.

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 October 2015 as signed today in the amount of \$81,986.59. The Motion passed unanimously.

PUBLIC COMMENT

Mel Trenor (Island Beach Access) provided a report on the group's activities. As reported in September, Island County had posted a sign at Double Bluff Beach that was supposed to define the boundaries. Trenor said the wording & graphics were "awful" (hostile and offensive to the public) and the aerial photo was not understandable. The County took it down the same day after receiving complaints. Since then, Trenor has met with Jan Van Muyden (Island County Parks Superintendent) and they are currently working on the 5th iteration of the signs for Double Bluff, Dave Mackie & Robinson Beach Parks. The revised signs will graphically (not photographically) define the boundaries and use wording such as "Welcome to..." and "Please respect private property" instead of the prohibitive language in the first iteration.

The survey of Wateredge Drive (above Marisa Lane in Sandy Point neighborhood) has been completed and will be recorded with the County this week. It shows that the paved surface is only in 1/2 of the public right-of-way, so the other half (12 feet) is all eligible for public parking (on the water side). Now Island Beach Access (IBA) can move forward to prevent long-term parking by residents leaving their boat trailers there to block the public from parking in that space and accessing the beach. As previously discussed, IBA will utilize the Port's grant funds for the \$2,700 cost of the survey.

Later in the month, the County will grade and gravel the west side of the road for public parking at Robinson Beach Park (providing parallel parking for about 10 cars).

The Commission commended IBAs work and thanked Trenor for keeping the Port updated.

FINANCIAL UPDATE

August 2015 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the August 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$46,000 in tax, operating and grant revenue and incurred \$117,000 in operating and capital expenses during August 2015. Ending cash balance at 8/31/15 was \$509,000.

2016 Draft Preliminary Budget: Mozer had previously provided the Commission with the draft and notes. Gordon said the Port had held the line on salaries for the last few years and he wanted to make sure the 2016 budget had enough for merit and cost of living increases as needed. He said the draft was comprehensive, if a little conservative, and that Mozer did a great job. The Commission agreed to schedule a Special Meeting on Thursday, October 29th at 3:00 p.m. to discuss and approve the 2016 Preliminary Budget, which will then be available in the Port office and on the Port website. A Public Hearing on the 2016 Preliminary Budget will be held on Tuesday, November 10, prior to the regular November meeting. Legal Notice of the Public Hearing will be published in the South Whidbey Record on October 31st and November 7th. After the Hearing and following Commission discussion, it is anticipated the 2016 Final Budget will be adopted and approved during the regular November meeting. The deadline for submittal of the 2016 Final Budget to Island County is November 30th.

STATUS REPORTS

Port Operations

Maintenance & Operations Supervisor Report: Pat Kisch was on hand to provide his first monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Park and the Fairgrounds. The floats at Bush and Possession are scheduled for removal on October 16th & 18th, respectively. Kisch and Jim Lux (Fairgrounds Maintenance) will be addressing the major drainage problems around the Coffman Building at the Fairgrounds caused by last Saturday's heavy rainfall.

Operations & Maintenance Permitting: Mozer reported it is moving forward. She is seeking permission to stop performing the sand lance testing at South Whidbey Harbor, since no sand lance eggs have been found during the 4 years the Port has been conducting the tests. The current permits do not expire until April 2016.

Mukilteo Parking: Gordon attended the interviews of consultants to perform the Mukilteo parking study funded by Sound Transit (\$25K), the Port (\$10K), and Island County (\$2.5K) and Mukilteo contributing staff time, etc. The consultant will likely start in December and the study is expected to take 4-6 months to complete.

Clinton Market Study: The Port hired Beckwith Consulting to perform the Clinton Market Study and they will be starting very soon. Both the Mukilteo Parking and Clinton Market studies will be able to share data gathered. The Clinton area is currently a RAID (Rural Area of Intense Development). On November 5th, Brad Johnson from Island County's Planning Dept. is scheduled to present the Clinton community with a second Comprehensive Plan briefing about that process, information about RAIDs, etc. Mozer believes Beckwith Consulting plans to attend that briefing. Gordon & Mozer attended the 1st briefing during the Clinton Community Council (CCC) meeting on October 8th. Johnson made it clear that UGAs are flexible – they can be expanded or contracted as needed per population requirement and

changes. For RAIDs, however, the boundary is set up using existing (or “grandfathered”) business types and area and it is immovable. It’s against the law to move it. In a RAID there are classifications for both Rural Residential (RR) and Rural Center (RC).” A rural center allows a lot of business use but is supposed to be combined somewhat residential, whereas rural residential is just residential but it is high-density. Currently in Clinton, there are high bluff waterfront properties zoned RC that could be RR, and there are other areas along the roadways that are zoned RR but could definitely be RC. Johnson explained that although the outer boundaries cannot be changed, the areas zoned RR and RC within the RAID can be flip-flopped. Beckwith Consulting has provided a timeline and it includes a stakeholder retreat to coincide with the CCC meeting on October 26th at 6:00 p.m. The Commission agreed to schedule a Special Meeting in order to meet with Beckwith from 5:30-6:00 p.m. prior to joining the CCC meeting.

State Senator Barbara Bailey successfully included \$3 million in the transportation budget for ferry terminal improvements, and could be used for the “kiss & ride” area at Ferry Dock Road and possibly overhead pedestrian loading in Clinton.

South Whidbey Weekend Bus Service: No update.

Island County Fairgrounds: Property Manager Melene Thompson was on hand to present her monthly report. She completed the Due Diligence Report as scheduled. The Fair Association plans to hold its annual Country Christmas the first two weekends after Thanksgiving. A new tenant will be renting the commercial kitchen 3 days per week. Marty Matthews (Fairgrounds Business & Marketing Plan consultant) provided his monthly status report. He and Thompson have held two focus groups. On October 20th, they will have a follow-on meeting to look into a “Hearts & Hammers” type of thing for the property next year, to not only work on the buildings but to also get the community involved with the Fairgrounds and give them a sense of ownership that they haven’t always had. Matthews said he is about halfway through his contract period and he is currently transitioning from data gathering to data synthesis. He really appreciates all the many individuals in the South Whidbey community and at other fairgrounds that have provided so much information in the last few months. It’s been very worthwhile and hopefully will aid in putting together a plan for the Fairgrounds.

South Whidbey Harbor

Phase 1 Project

- **Outside Mooring:** Collins Engineers, Inc. is ready to go to bid documents to solicit proposals for that construction project.
- **Anchor Lines:** The bid package will include an element for the anchor line fix/realignment using Reid Middleton’s design. Mozer is waiting for a response to some questions regarding the first draft design. Once it’s all put together, the Port can go out to bid.

Overall Harbor Expansion Project: Prior to any further expansion, the Port must have an updated Harbor Master Plan. Mozer initiated contact with the Langley City Council and current Mayor and asked for a joint meeting with the Port to discuss future plans at the South Whidbey Harbor.

Harbor Operations

- **Harbormaster Report:** Duncan McPhee presented his monthly report. The Harbor rented a 6-passenger golf cart from early July through August. Staff recorded a total of 59 trips with a passenger count of 187. Only one trip was made to an offsite parking location; all others were to the Langley business center. McPhee believes there would have been more trips if an operator was able to stand by. The majority of riders were paid moorage guests. He expects to have 5 boats in the Harbor for the winter moorage season.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: The Washington State Recreation & Conservation Office (RCO) reported that the cap on fuel tax was lifted during the last legislative session, which means additional Boating Facilities Program funding is available. However, RCO does not have the authority to access it yet – they will seek that authority at the next legislative session. The Port will hopefully know by February. If RCO succeeds, there is a good chance the Port's construction project could receive funding as it was ranked right below the cut-off line. Mozer reported that the Port has received the permit from the Army Corps of Engineers for the project.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

COG: A Special Session to meet with legislators is scheduled for November 12. Hopefully, State Senator Barbara Bailey and State Representatives Dave Hayes & Norma Smith will attend. Members of the COG are tasked with creating a list of legislative priorities, and Gordon asked Ng and Halloran to let Mozer know if they had any items to add to that list. Gordon said there was a really long ILIO (Island Local Integrating Organization) meeting. The ILIO builds on existing committees & watershed groups that are collectively responsible for actions related to the Puget Sound Partnership's Action Agenda. There are 10 different priorities, and if the ILIO sets and meets those priorities, it can get funding from the Puget Sound Partnership to implement them. The October 10th edition of the South Whidbey Record included a Viewpoint piece by Lori Clark of the ILIO and Island County Department of Natural Resources. Gordon said it is amazing how much funding has been obtained for Island County, and Clark does a great job as the lead on the ILIO.

ITPO-TAC: Island Transportation Planning Organization (ITPO) Technical Advisory Committee (TAC): The draft Articles of Association have been amended and recirculated to all members. Once approved, the members will meet for the first time as the ITPO and approve the Bylaws as the first item of business.

WPPA: WPPA's Executive Director Eric Johnson visited all day on September 30th, meeting with the Commissioners and Mozer and touring all of the Port's owned or managed facilities as well as Nichols Brothers Boat Builders. Halloran noted Johnson was impressed not only with all that the Port has done, but also with all the opportunities that are in the Port District. All three Port Commissioners will be attending the Small Ports Seminar in Leavenworth October 22nd-23rd.

CCC: Discussed earlier on the Agenda.

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

MRC: The joint meeting with the Snohomish MRC at Clinton Beach Park on September 17th was very successful; both MRCs were very pleased and thankful for hosting the event at the facility. There were two significant presentations – one on the Pigeon Guillemot study and another on Shoreline Stewards. Doug Ridder will provide Mozer with eelgrass information he has collected in the South Whidbey Harbor area. Halloran plans to attend the MRC Conference in Mount Vernon on October 17th & 18th.

Langley: The City Council discussed the rabbit issue briefly at the recent meeting, and Mayor Fred McCarthy and Councilmember Bruce Allen also attended the forum at the Fairgrounds on the issue. Councilmember Robin Black noted the Council will get the UGA recommendations from the planner and the Planning & Advisory Board at the October 19th meeting. From all indications, she said the recommendations will be to go back down to the city limits with a few exceptions.

Ng: Economic Development Council (EDC): The EDC is conducting a Student Entrepreneur Challenge contest for teams of Island County high school students. There are several Event Sponsors, including US Bank, Whidbey Coffee, and Whidbey Island Bank. They are looking for additional mentors for the

teams. Both Ng and Thompson have signed up as mentors.

OLD BUSINESS: None.

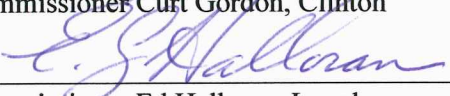
NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:50 p.m.

Approved:



Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley



Commissioner Jack Ng, Freeland

Minutes reviewed by:



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.