

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
PUBLIC HEARING & REGULAR MEETING**

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, November 10, 2015
Public Hearing at 6:00 p.m./Regular Meeting at 6:30 p.m.

AGENDA

6:00 PM PUBLIC HEARING: **THE PRELIMINARY BUDGET FOR 2016**

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 November 2015 Vouchers in the amount of **\$68,045.83** and approval of Minutes from the Regular Meetings of September 8 and October 13, and Special Meeting and Work Session of October 26, 2015.

PUBLIC COMMENT – Please limit comments to 5 minutes

FINANCIAL UPDATE

September 2015 Financial Statement and Executive Director Report

Approval of 2016 Final Budget

Levy Certification and Ordinance/Resolution No. 15-04 to Establish 2015 Levy

Resolution No. 15-05 to Establish Substantial Need

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), Island Transportation Planning Organization (ITPO) - 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

November 10, 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 the Public Hearing of the 2016 Budget beginning at 6:00 p.m. and a Workshop 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, November 10, 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 Meetings of September 8 and October 13, and the Special Meeting and Work Session of October 26, 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 November 2015 as signed today in the amount of \$68,045.83. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

September 2015 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the September 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$53,000 in tax, operating and grant revenue and incurred \$72,000 in operating and capital expenses during September 2015. Ending cash balance at 9/30/15 was \$490,000.

Approval of 2016 Final Budget

ACTION: A Motion was made by Halloran and seconded by Ng to approve the 2016 Final Budget as presented. The Motion passed unanimously and Gordon provided his signature as President.

Levy Certification and Ordinance/Resolution No. 15-04 to Establish 2016 Levy: The Ordinance/Resolution authorizes an increase of 1% from the previous year's actual levy amount.

ACTION: A Motion was made by Halloran and seconded by Ng to approve and adopt Ordinance/Resolution No. 15-04 as presented, providing authorization for the levy to be collected in the 2016 tax year. The Motion passed unanimously.

Mozer provided her signature as Auditing Officer on the Levy Certification.

Resolution No. 15-05 to Establish Substantial Need: In 2015, the percentage change in the implicit deflator (rate of inflation) was 0.251%. The Resolution establishes substantial need for the Port to increase the regular property tax limit factor above the rate of inflation pursuant to RCW 84.55.0101 in order to collect the 1% increase in property tax.

ACTION: A Motion was made by Halloran and seconded by Ng to approve and adopt Resolution No. 15-05 to establish substantial need to increase the property tax limit factor above the rate of inflation. The Motion passed unanimously.

STATUS REPORTS

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 Park and the Fairgrounds. The boarding floats have been removed for the season at both Bush Pt. & Possession Park. At Clinton Beach, the gangway rollers were replaced. Kisch and Jim Lux (Fairgrounds Maintenance) completed an extensive drainage repair at the Coffman Building and winterized the Fairgrounds. Gordon said they did a great job resolving the drainage issues.

Operations & Maintenance Permitting: Mozer continues to work toward pushing back on the Dept. of Fish & Wildlife on the requirement to test for sand lance eggs at the South Whidbey Harbor before cleaning the ramp. The Port has conducted the testing for the last four years without finding any evidence of their presence.

Mukilteo Parking: The City of Mukilteo has not yet signed the contract with the consultant for the parking study, but there is a scope of work. Ng successfully contacted a representative from the Tulalip Tribe and made some proposals regarding temporary parking on their tank farm property. The Tribe subsequently invited the Port to attend their meeting with the City of Mukilteo to discuss temporary parking on November 18th. Gordon will attend as the Port's representative.

Clinton Market Study: Island County's Comprehensive Plan meeting held on November 5th was very well attended by 40-45 people (including Gordon, Halloran, Mozer and Beckwith Consulting, the firm hired by the Port to conduct the Clinton Market Study as well as the Clinton Community Council). Gordon reported that State Senator Barbara Bailey was successful in obtaining \$600K for planning for the drop off spot at the Clinton ferry dock, and another \$2.4M in the next biennium for building. He commended the Clinton Community Council for their hard work at getting the attention of the state agencies regarding the issues in the area.

South Whidbey Weekend Bus Service: The Port received two quotes for weekend bus service on South Whidbey. Island Transit quoted \$282,000 for one year and Whidbey SeaTac Shuttle quoted \$380,000 for two years. Mozer would like to try and put a project/grant plan together to implement that bus service in by the start of the 2016 tourist season.

Island County Fairgrounds: Marty Matthews (Fairgrounds Business and Marketing Plan Study) had previously provided a Preliminary Draft of the Port Budget to Business Plan Comparison along with a package on a solar panel concept. At this point in the study process, Matthews has reached the conclusion

that a successful Fairgrounds plan will require two individuals: an Events Coordinator/Marketing person and an onsite Property Manager.

Property Manager Melene Thompson was on hand to present her monthly report, which included a list of events planned at the Fairgrounds through February 2016. Two tenants are now using the commercial kitchen in the Coffman Building, and the tenant in Burrier plans to stay as long as possible through the winter (heating options being researched).

South Whidbey Harbor

Phase 1 Project

- Outside Mooring and Anchor Lines: The bid documents are almost complete – Mozer just needs to get feedback from Collins Engineers, Inc. on the Reid Middleton’s drawings for the anchor lines fix.

Overall Harbor Expansion Project: A Special Meeting will be held November 12th at the Port office to have a very informal discussion with a private business regarding the potential for a public/private partnership to expand the Harbor. The Port also plans to hold a joint special meeting with the Langley City Council on November 24th at City Hall to discuss the Harbor Master Plan and other items of mutual concern to the Port and City.

Harbor Operations

- Harbormaster Report: Duncan McPhee was on vacation and had provided his monthly report via email prior to the meeting. A lock and gate closer will be installed on the fence at the top of the gangway leading to D and E Docks. He will submit his plan to moderate the impact of recreational crabbing on those docks at the next regular Port meeting in December. Clipper Vacations is interested in 4 lunch visits in March/April; McPhee will work with the City, the Chamber and Main Street Association to ensure successful visits.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Coast & Harbor Engineering has submitted an Amendment for Final Design Technical Approach and Budget. The Amendment is to complete Task 6 – Final Design and add Task 7 – Float Rehabilitation and Replacement Analysis for the proposed fee increase of \$18,346. (The original contract is \$99,000.) Mozer believes the proposal provides the required justification to seek additional funds from the Washington State Recreation & Conservation Office (RCO) for the Port’s planning grant. Although the costs were included in the 2016 budget, no additional funds were so if the Port does receive more grant revenue from RCO it will be favorable to cash flow projections.

ACTION: A Motion was made by Halloran and seconded by Ng to approve Coast & Harbor Engineering’s Amendment for Final Design Technical Approach and Budget for the fee proposal of (not to exceed) \$18,346. The Motion passed unanimously.

Mozer noted that at the Washington Public Ports Association Small Ports Seminar, she learned that \$2 million is slotted to come into the RCO grant program. Since the Port’s project is the next one on the list for the construction grant cycle, it looks like the project might get funding without having to reapply in the next cycle.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: Halloran attended the 17th Annual MRC Conference last Friday with 7 different county MRCs attending the excellent event.

Langley: Halloran shared Island Shakespeare Festival’s 2015 season report & data chart that City Councilmember Rene Neff provided at the recent meeting. The City will not take any positive action on

the rabbit issue, choosing instead to act only as an information source and leaving action up to the citizens. The City's Ethics Board now has 5 members with 1 opening remaining. Mayor Fred McCarthy was quite complementary about the Fairgrounds meetings that he and some of the councilmembers attended. Bruce Allen announced that the Warming Center will be open 6 pm – 8 am at the Langley Methodist Church whenever the temperature is below 35 degrees, providing a hot meal for dinner and a cold meal for breakfast. Janet Ploof provided the Langley Main Street Association report and Halloran applauded all her work. Langley continued to make good progress on its budget.

Gordon: Council of Governments (COG), Island Transportation Planning Organization (ITPO), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

COG: Mike Etzell provided a very interesting presentation on the "The Campaign for Disability Employment." A special meeting on November 12th to meet with the County's legislative officials (Dave Hayes, Norma Smith & Barbara Bailey), will provide the opportunity for COG members to discuss legislative priorities. Gordon continues to push the need to include funding for Mukilteo parking in the state's transportation budget. Halloran asked about overhead passenger loading in Clinton, and Gordon said he would confirm with Bailey that it is included on the list of priorities.

ITPO: Island Transportation Planning Organization (ITPO): The InterLocal Agreement among all the participating agencies to form the ITPO has been finalized and is pending approval by each agency.

ACTION: A Motion was made by Halloran and seconded by Ng to approve the InterLocal Agreement to form the Island Transportation Planning Organization and define its purpose and structure as presented. The Motion passed unanimously and Gordon provided his signature as the Port's representative.

WPPA: Mozer and all three Commissioners attended the Small Ports Seminar in Leavenworth and reported it was very worthwhile with a lot of pertinent information. Halloran and Ng will attend the New Commissioner Seminar in Seattle November 17-18, and all three Commissioners will attend the Annual Conference on November 18-20. Gordon suggested Port Clerk Molly MacLeod-Roberts should attend the Continuing Legal Education as well.

CCC: Discussed earlier under Clinton Market Study.

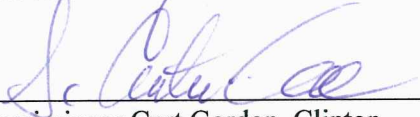
Ng: Economic Development Council (EDC): No meeting held.

OLD BUSINESS: Mozer reported the first official request from law enforcement for footage from the Port's security cameras.

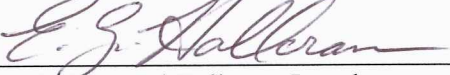
NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:55 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.