

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, December 8, 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 December 2015 Vouchers in the amount of **\$61,918.35** and approval of Minutes from the Special Meeting of October 29, the Public Hearing for 2016 Budget of November 10, and the Regular Meeting of November 10, 2015.

PUBLIC COMMENT – Please limit comments to 5 minutes

FINANCIAL UPDATE

October 2015 Financial Statement and Executive Director Report

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), 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

December 8, 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, December 8, 2015, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwelton 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 Special Meeting of October 29, the Public Hearing for 2016 Budget of November 10, and the Regular Meeting of November 10, 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 December 2015 as signed today in the amount of \$61,918.35. The Motion passed unanimously.

PUBLIC COMMENT: No one from the public came forward to speak.

FINANCIAL UPDATE

October 2015 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the October 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$209,000 in tax, operating and grant revenue and incurred \$82,000 in operating and capital expenses during October 2015. Ending cash balance at 10/31/15 was \$617,000. Gordon noted the revenue from the South Whidbey Harbor has increased over last year but is below budget projections for the current year. Per Halloran's request, Harbormaster Duncan McPhee said he would start tracking the daily launches at the Harbor's boat ramp.

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. During last month's windstorm, part of a large tree fell onto the Fairgrounds vintage metal windmill, causing severe damage. Three large trailer loads of storm debris (branches, etc.) have been collected and hauled off the Fairgrounds. The storm damaged doors on the north side of several buildings and Staff is working on those repairs.

Operations & Maintenance Permitting: No update.

Mukilteo Parking: As previously discussed, the Port of Everett is transferring part of the tank farm property in Mukilteo to the Tulalip Tribe. However, Ng heard that the Tulalip Tribe does not actually have title yet. Gordon contacted the Port of Everett's Executive Director for more information and is awaiting his response. This month, the Mukilteo City Council is scheduled to sign the consultant agreement for the parking study.

Clinton Market Study: Beckwith Consulting Group spent all day Thursday, December 3rd, at the Clinton Community Hall meeting with five different groups: Clinton business owners, Clinton property owners, public agency representatives, the Clinton Community Council and the general public. Gordon was pleased with the attendance at the sessions and believes Beckwith got a really good snapshot of what Clinton is and is not. He noted that the public agency session included representatives from Island County Planning, Washington State Department of Transportation, Island Transit and the Clinton Water District. The Port Commission encourages everyone to complete one of the online Clinton surveys (links are posted on the Port's website at www.portofsouthwhidbey.com).

South Whidbey Weekend Bus Service: The Port will have a better chance at successfully applying for grant funding for weekend bus service after the Clinton Market Study and the Mukilteo Parking Study have been completed.

Island County Fairgrounds: Property Manager Melene Thompson was on hand to present her monthly report. She reported that all the manure has been removed from the property. The Fair's "Country Christmas" and the Port's "Santa's Workshop" had wonderful turnouts. The Thanksgiving Pop-Up Dinner by Roaming Radish in the Pole Building was a huge success, and they hope to hold another 2 or 3 pop-up events before they leave in March. Both of the commercial kitchens are currently being used regularly. Thompson has signed up for two Wedding Expos in early 2016.

South Whidbey Harbor Harbor Operations

- **Harbormaster Report:** Duncan McPhee presented his monthly report. The Harbor hosted six of the Milltown Sailing Association members for their annual visit. Due to several issues involved with allowing fishing & crabbing from a transient moorage facility, McPhee has drafted an outline of procedures for crabbing & fishing on the new D and E docks (floating docks). Issues with non-boaters on the floating docks include: occupying the moorage docks too early/too late (causing problems with noise, privacy and security); leaving large amounts of garbage, seaweed, eel grass, bait and gear waste on the docks; improper use of dock carts; and theft of crabs and gear. The proposed procedures include: locking the gate to ensure public hours are observed; limiting the number of crabbers and the number of spaces allowed for crabbing to 9 on D and E docks (with a permit for \$10 per week); prohibit fishing with a rod and reel; and dock cart use limited to boaters only. The Wharf (the upper part of the existing marina) will remain open to the public for crabbing and fishing. The Commission generally approved the concept and McPhee said he would work with Mozer in drafting the final policy for Board approval next month.

Noting that the Port has similar issues at its Clinton Beach facility, Halloran suggested excerpting some of the same proposed procedures and guideline for use there along with posted signs. Ng suggested including other languages on the signs as well. McPhee said he would work with Kisch on the issue.

On December 3rd, McPhee learned that a clump weight for E Dock (Mooring #133-1) was detached from its supporting tow plate, and arranged to have it reattached the following morning by Sound Slope & Shoreline (SS&S).

On the same morning, SS&S surveyed all of the connectors for D & E Dock moorings and inspected all the known chafe spots where the lines are crossing. No additional wear was noted since the last inspection in April 2015. The check of the connectors discovered one cotter pin was missing (and has been replaced); the rest of the connectors were secure.

McPhee discovered the bridge between the docks had made contact with a surface-mounted conduit and one of its clamps on the north end of E Dock and damaged the conduit. There was no apparent damage to the cable's covering and temporary repair was made. He is contacting electricians on the Small Works Roster to get repair quotes and plans to have a slightly different routing for the conduit after the repair is complete to prevent recurrence. He doesn't know to what extent the detached clump weight factored into the great amount of E Dock movement that led to the contact with the conduit. Gordon applauded his efforts and quick actions to date, but before doing anything else the Port's engineers must be contacted.

Phase 1 Project

- Outside Mooring: The Port went out to bid (Base Bid) for the project to retrofit the breakwater (D and E Docks) for outside mooring to provide passenger ferries with the ability to tie up for short-term visits to the Harbor.
- Anchor Lines: The project to fix the anchor lines was included with the Base Bid package as an alternate (Alternate 1).

Mozer reported two submittals were received and both companies provided bids for the base and the alternate project as follows:

Base Bid:

Pacific Pile & Marine: \$82,084.81

Culbertson Marine Construction: \$81,818.49

Alternate #1:

Pacific Pile & Marine: \$92,666.75

Culbertson Marine Construction: \$146,005.84

Mozer explained that in order to determine which company is the low bidder, the Port will first need to decide whether to award all of the work (base & alternate) in this round or separate the two projects and just award the base bid work now (for outside mooring). The bid package states it will be awarded by Friday, December 18th. If the Port opts to award only the base bid, it would award to the lowest base bidder. If the Port awards the alternate with the base bid, it would award to the lower of the combined total of the bids.

Gordon said his preference is to separate the projects and do the alternate later. At a different time of year, the Port would likely get more bid submittals. He added that the alternate is not included in the 2016 budget so it would require spending some of the Port's reserves, and the recent inspection indicated not much change in conditions since April. The Port is waiting for Collins Engineers to weigh in on the timing of the anchor line fix, which will help the Commission decide whether to do just the base bid or if both should be done now.

ACTION: A Motion was made by Halloran and seconded by Ng to authorize Port Attorney Brad Cattle to continue the effort to pursue a legal resolution to the warranty issue with Mike Carlson Enterprises. The Motion passed unanimously.

The Commission agreed to tentatively schedule a Special Meeting the afternoon of Thursday, December 17th to award the bid. By that date, the Port will have the engineer's recommendations, the attorney's opinion and recommendations from Staff to help determine whether to award just the base bid or the combined base/alternate bid.

Overall Harbor Expansion Project: No update.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Coast & Harbor has replaced their engineer, and the new person would like to meet at the site this week. At the Port's last meeting, the Commission approved a revised scope of work. Once Mozer has conducted the site visit with the new engineer, that revised scope can be executed. Mozer will schedule the visit.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: The COG provided State Senator Barbara Bailey and State Representatives Norma Smith & Dave Hayes discussed a list of County legislative priorities. The list included fireworks, the loss of the Regional Transportation Planning Organization, collection of the 2% hotel/motel tax (enforcement on Air B&Bs, VRBOs, etc.), mental health funding, and the McCleary decision (funding education). Bailey was successful in securing \$600,000 in the state's transportation budget for design planning of the Clinton ferry's "kiss & ride" area, and Island County Transportation Planner Doug Cox will hold a meeting next week to begin that process.

ITPO: Island Transportation Planning Organization (ITPO): No meeting.

WPPA: Halloran and Ng attended the New Commissioner Seminar and the Annual Meeting in Seattle last month.

CCC: No report.

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

MRC: Halloran reported the MRC has 5 applicants for the 3 currently available board positions (there will be 5 available shortly). There was a very interesting presentation on the use of drones to inspect and monitor the coastline and map kelp beds and eelgrass. The MRC agreed to support funding for that mapping.

Langley: Halloran was not able to attend the recent meeting and asked Councilmember Robin Black to talk about the Downtown Parking Analysis that was on the agenda. Black explained intern Doug Yormick conducted the study using the same base as former Director of Community Planning Jeff Arango did a few years ago. The analysis indicates the City of Langley still has sufficient parking. In the "planning world" if parking is at 80% capacity, then parking is an issue that would need to be addressed. The study showed that the City is well below 80% at almost all times. There are a few times on particular days (such as late Friday afternoons in the summer when the Second Street Market is open) when parking is at 92% capacity. Yormick's recommendation is to not doing anything now – just keep an eye on it. Black added that the public parking lots (Island Church of Whidbey on Cascade Ave. and United Methodist Church on Anthes) are not well marked and the City agrees more signage is needed.

Gordon provided a brief recap of the joint Port-City meeting held November 24th at City Hall. Black said the Council is very much in support of the Port and appreciative of all the time, effort and work the Port is doing. During the meeting, the Port suggested doing a joint geo study of the slope in the Harbor area and the City subsequently set aside \$10,000 in the Planning Department's budget next year for that purpose. The City agreed with the Port's recommendation to hold joint meetings twice a year, with the next one in May.

The Council approved the Whidbey/SeaTac Shuttle wrap advertising and the marina conveyance remained in both the Comp Plan and the budget for next year.

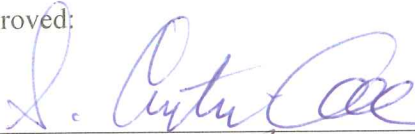
Ng: Economic Development Council (EDC): The meeting conflicted with WPPA's Annual Conference so Ng was unable to attend.

OLD BUSINESS: None.

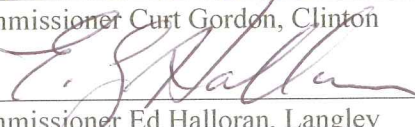
NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 8:01 p.m.

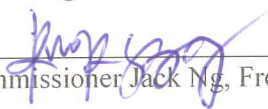
Approved:



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.