

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, March 8, 2016 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 March 2016 Vouchers in the amount of **\$53,511.57** and approval of Minutes from the Special Meeting of December 16, 2015 and the Regular Meeting of January 12, 2016.

PUBLIC COMMENT – Please limit comments to 5 minutes

APPLICATIONS FOR FUNDS

South Whidbey Assembly of God – Portable Toilets for Celebrate America & Fireworks

Island Shakespeare Festival – Advertising/Promotion of Festival

Whidbey Island Arts Council – Off Island Advertising/Promotion of 4 Programs/Activities

Clinton Progressive Association – Mayfest Promotion

Greater Freeland Chamber of Commerce – Tourism Brochures

Clinton Chamber of Commerce – Clinton Tourism & Business Promotion Plan

Langley Chamber of Commerce – Signage & Kiosks

Resolution No. 16-01 Establishing Agreements for Port Grant Funding

FINANCIAL UPDATE

January 2016 Financial Statement and Executive Director Report

Resolution No. 16-02 Adoption of the Port of South Whidbey Cafeteria Plan

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- Harbormaster Report

Outside Mooring/Anchor Lines Project

Port Operations

Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Market Study

Island County Fairgrounds

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

March 8, 2016

Langley, Washington

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster), and Consultant Melene Thompson (Fairgrounds Property Manager)

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, March 8, 2016, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton Rd., Langley, Washington. Commissioner Ed Halloran (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 December 16, 2015 and Regular Meeting of January 12, 2016.

Gordon asked to amend the Minutes of January 12, 2016. On Page 4, the 2nd sentence under agenda item "Mukilteo Parking" should be revised as follows: "*Gordon spoke with Executive Director Les Reardanz, who said the ~~Port of Everett~~ the Tribes can still control usage of the property.*" The Commission agreed and the Port Clerk made the correction.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2016 as signed today in the amount of \$53,511.57 and the Minutes (as amended). The Motion passed unanimously.

PUBLIC COMMENT: None.

APPLICATIONS FOR FUNDS:

- South Whidbey Assembly of God – Portable Toilets for Celebrate America & Fireworks: Matt Chambers presented the \$1,010 request to pay for portable toilets at the July 3rd event in Freeland Park. He reported that as requested during last year's application process, the Port logo was included on the banner for the event.
- Island Shakespeare Festival – Advertising/Promotion of Festival: The Festival's Board President Peggy Juve, Artistic Director Rose Woods and Director of Outreach Olena Hodges were on hand to present the \$5,000 request to promote the event. Juve reported that 40% of the last year's attendees were from off-island. The Port logo is on the Festival's home page, on the big banner and in the playbill.

Woods explained that for the first time ever, the 2016 Festival will be a “rotating repertory” with 3 different plays in 3 days that will help encourage visitors to stay on the Island for 2-3 nights.

- Whidbey Island Arts Council – Off Island Advertising/Promotion of 4 Programs/Activities (Whidbey Working Artists & Open Studio Tour, Whidbey Island Music Festival, Whidbey Art Trail and Island Consort): The Council’s \$4,000 request was presented by Gordy Edberg. All of the Council’s promotional materials include the Port logo.
- Clinton Progressive Association – Mayfest Promotion: Kathy Craven presented the Association’s \$800 request for promoting the May 21st event.
- Greater Freeland Chamber of Commerce – Tourism Brochures: The Chamber’s \$5,000 request was presented by Leanne Finlay. She noted the group’s application incorrectly stated the number of brochures as 30,000, but they actually distribute 40,000 brochures each year on Washington State ferries and at WSF terminals well as the Boeing Tour Center, Freeland Chamber Visitors Information Center in Freeland, Visitors Information Kiosk at Ken’s Corner, Mukilteo Chamber, and many businesses throughout Island County.
- Clinton Chamber of Commerce – Clinton Tourism & Business Promotion Plan: Janae Cameron and Stephanie Cook presented the Chamber’s \$8,080 request. Cameron explained that \$3,580 was requested for an updated Discover Clinton Brochure (with map), and the remaining \$4,500 was to start the Clinton Discovery Center, including use of the funds for securing the leased space (\$350/month for the first 6 months) for the Center and building signage.
- Langley Chamber of Commerce – Signage & Kiosks: The Chamber’s President Robin Black and Executive Director Michaleen McGarry were on hand to present the Chamber’s \$6,000 request for an aquatic-themed arch design for the wayfaring signage entrance from the South Whidbey Harbor (SWH) dock to dry land and for updating the business directory in the City’s five kiosks. Gordon asked for a breakdown of the \$6,000 request, and was told the entrance sign at the Harbor was \$5,000 and the kiosk updates were \$1,000.

Gordon noted that there the total amount of requests was \$30,000 for a budgeted amount of \$20,000. Regarding the Langley Chamber’s request, he asked if there was a budget for signage at the Harbor. Executive Director Angi Mozer said there is \$4,000 in this year’s SWH budget for Advertising (down from \$5,000 last year), and Harbormaster Duncan McPhee explained it is primarily used for advertising in cruising guides. Gordon liked the idea of working with the Langley Chamber and the Langley Main Street Association, but he doesn’t think it needs to compete with the other applicants for these funds because the project is for the Port’s benefit (not the Chamber’s) and should be funded from a different part of the Port’s budget. Mozer said just \$500 was left in the advertising budget at the end of last year. She noted that some sort of an entryway was part of the Port’s original design plans for the SWH Expansion, but because it was expensive the Port did not spend the money on that particular aspect of the design. Gordon suggested tabling the Langley Chamber’s request until the next Port meeting, remove it from the Sponsorship budget and discuss providing other ways to fund the project. The Commission agreed.

ACTION: A Motion was made by Gordon and seconded by Ng to approve a total of \$19,390 allocated as follows:

- South Whidbey Assembly of God: Portable Toilets for July 3rd \$1,010
- Island Shakespeare Festival: Advertising/Promotion \$5,000
- Whidbey Island Arts Council: Advertising/Promotion \$4,000
- Clinton Progressive Association: Mayfest Advertising/Promotion \$800
- Greater Freeland Chamber of Commerce: Tourist Brochures \$5,000
- Clinton Chamber of Commerce: Discover Clinton Brochures \$3,580

The Motion passed unanimously.

Resolution No. 16-01 Establishing Agreements for Port Grant Funding

ACTION: A Motion was made by Gordon and seconded by Ng to approve Resolution No. 16-01, Establishing Agreements for Port Grant Funding In Support of Economic Development with South Whidbey Assembly of God (Celebrate America), Island Shakespeare Festival, Whidbey Island Arts Council, Clinton Progressive Association, Greater Freeland Chamber of Commerce, and Clinton Chamber of Commerce. The Motion passed unanimously.

FINANCIAL UPDATE

January 2016 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the January 2016 Financial Statement which was distributed to them previously. Mozer reported the Port received \$19,000 in tax, operating and grant revenue and incurred \$87,000 in operating and capital expenses during January 2016. Ending cash balance at 1/31/16 was \$560,000. She provided cash flow projections through 2016, and she is still working on cash flow projections through 2017.

Mozer previously provided the Commissioners with the survey distributed by the South Whidbey Parks & Recreation District (SWPRD). SWPRD requested the Port complete and submit the survey as a group, and Mozer asked the Commissioners to forward their responses to her so she can consolidate them prior to the stakeholder meeting on March 10th. Both she and Halloran will attend that meeting to discuss SWPRD's campground plans.

Resolution No. 16-02 Adoption of the Port of South Whidbey Cafeteria Plan: In September 2015, Mozer signed the Port up with Colonial Life to extend supplemental insurance benefits to its employees. It is at no cost to the Port; employees pay their pre-tax premiums on a monthly basis and the Port is not participating in a cost-sharing program. Adoption of Resolution No. 16-02 formalizes that action of allowing the Port to administer the program for Port employees.

ACTION: A Motion was made by Gordon and seconded by Ng to approve Resolution No. 16-02 for the adoption of the Port of South Whidbey Cafeteria Plan. The Motion passed unanimously.

STATUS REPORTS

South Whidbey Harbor

Harbor Operations

- Harbormaster Report: McPhee was on hand to provide his monthly report. The construction project is going well. The Harbor's first time as a participant in Langley's Murder Mystery Weekend was very successful – staff handed out over 600 clues and met several boaters who weren't familiar with the Harbor that will hopefully return this summer on their boat. The Mystic Sea whale watching vessel arrived March 2nd for its two-month stay.

Outside Mooring/Anchor Lines Project: Pacific Pile & Marine (PP&M): Construction is under way and all work is scheduled for completion by March 23rd.

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. Annual inspection and replacement of all Port fire extinguishers [with the exception of the Fairgrounds- annual inspection of those due in July] was completed in February. Lawn mowing and brush cutting is ramping up at Humphrey Road, Clinton Beach and Possession Park.

Mukilteo Parking: Gordon reported that Mukilteo Planning Director Patricia Love provided an update on the parking study, including the results of her interviews with the business owners in the area. All parking spaces near the ferry terminal require payment and the hours are limited, so the employees of the businesses have nowhere to park. The waiting list for monthly parking behind the Diamond Knot has 75 cars. Ivar's Restaurant owns 50 spaces and says it needs 150 spaces; the Diamond Knot doesn't have any parking spaces; and the Losvar Condos has parking spaces for its owners but none for their visitors. Love is waiting on a response from the Tribes regarding their willingness to allow temporary use of their tank farm property to be included in the study.

Clinton Market Study: Mozer, Gordon, and Beckwith Consulting Group will meet with Washington State Dept. of Transportation and Island County representatives in Clinton later this month to get feedback regarding the roundabout concept Beckwith presented.

Island County Fairgrounds: Fairgrounds Property Manager Melene Thompson was on hand to present her monthly report. She attended the second Wedding/Bridal Expo in Anacortes and got a couple of solid leads. Received calls from people interested in camping at the Fairgrounds during Ragnar. There are now three commercial kitchen tenants.

Mozer attended the recent Island County Commissioners meetings; the County is very much looking forward to meeting with the Port next week during their March 16th Work Session to discuss the Port's proposed plan for the Fairgrounds. Mozer understands that the Fair Association will also be presenting a plan. **Island County Commissioner Helen Price Johnson** explained that one of the clarifications sought by the County is whether or not the Port is considering continuing with the contract for managing the property after April 1st if the Port & County aren't able to come to an agreement on March 16th. Would the property be kept open and functioning beyond April 1st if the County hadn't agreed to the entire program proposed by the Port? Halloran said it seems reasonable that to continue the current agreement for an additional 30 days while negotiating terms. Gordon explained that the Port Commission agreed that if the Port was to take on the management for another year, it would have to be on the path toward having the voters choose whether the County would transfer ownership to the Port District and increasing the Port's levy to pay for the maintenance and operations costs and improve the facilities. There's no purpose in carrying forward another year of lease without going toward permanent ownership. He added, *"And there's no point in putting that levy up if Island County isn't going to honor the outcome of the vote regarding transfer of ownership. So before we could even go down this road, we needed to know if Island County is open to the Port running this ballot measure in August. Unless the three County Commissioners are unanimous in support of the Port's plan to have an August vote, then we can't go forward with another one year lease. But if the County Commissioners do agree to support it, then we have until the election filing deadline in May to hammer out the details of the transfer – like making sure there is always a place and dedicated time for the Fair itself, no change in ownership unless approved by the same voters, etc. But the reason we need to know now is that the Port needs to start working on the election process, and if the County and Port can't agree on the terms of the transfer, then the Port would*

not file for the ballot measure.” Price Johnson explained that the Fair Association came to her with their concerns regarding the aggressive timeline and if the property would be closed when the current lease expires on March 31st.

Gordon said the lease could easily be extended until May while the negotiations for transfer take place, but to him there isn’t any point unless the Port knows the County is comfortable with the concept of letting the voters of South Whidbey decide what happens to the ownership and management of the Fairgrounds property.

Possession Beach Waterfront Park

Boat Ramp Renovation Project: Mozer said it appears the Port will get the construction funding from Recreation and Conservation Office for the project. All the permits are in place, and she and Gordon will meet with Collins Engineers to review the 60% design.

Island County Fairgrounds (continued): **Gwendy Hastings** (Fair Association Member) expressed strong support for the Port’s plan of ownership and management of the property. She understands that the Fairgrounds property is not an Island County priority for funding, and she believes that if the Fair Association takes back the property management responsibility that it will be the end of the Fair. **Carol Coble** (Fair Administrator) asked if voters don’t approve the levy (leaving the Port without the required funding), then what happens to the Fair? Is the Port leaving? Gordon explained that the \$100,000 from Rural County Economic Development Funds (RCEDF) would provide the funding needed to finish out the second year lease (through March 31, 2017). So if the ballot measure in August failed, there would be plenty of time to set up property management beginning April 1, 2017. He believes this is the best possible long-term funding for the Fairgrounds facility.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Mayor Tim Callison provided a nice presentation about Langley, including the upcoming “Bunny Daze” event. There was a lot of discussion regarding RCEDF.

ITPO: Island Transportation Planning Organization (ITPO): Representative Dave Hayes is working on allowing small areas like ours to remain as a Regional Transportation Planning Organization.

WPPA: The Spring Conference will be held in May in Stevenson, WA.

CCC: No update.

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

MRC: At the March 1st meeting, all 8 of the Northwest Straits grants were laid out, all the new leaders were in place and now the MRC is just waiting for funding to be approved by the Northwest Straits Commission. Halloran was asked (and subsequently agreed) to report on the Port’s activities on a monthly basis. One of MRC’s projects is forage fish monitoring, and the lead is an expert in the field. She has offered to assist the Port the issue of required testing for sand lance eggs at the South Whidbey Harbor boat ramp. Island County MRC will meet jointly with Camano Island MRC for a one-day retreat on Camano Island this month to review their projects.

Langley: The Mayor asked for the Port to provide a regular update on the Fairgrounds. Halloran said he will also try to set up the next joint City/Port meeting as previously discussed. The City recently hired Brigid Reynolds as Director of Community Planning. The Council meeting included discussion regarding power outages, warming shelters and getting information to the public. Murder Mystery Weekend was a huge success - previous Mystery Weekends have seen an average of 250-400 visitors at the Langley Library, and this year there were over 1,000. The Chamber reported 1,177 tickets were sold, equating to approximately 2,000 participants.

Ng: Economic Development Council (EDC): Meeting will be held later this month.

OLD BUSINESS: Ng noted that at the previous joint City/Port meeting, Jack Lynch (Interim Director of Community Planning) was going to look into the parking requirements for further expansion of the South Whidbey Harbor. Halloran agreed that was one of the action items to be discussed at the next joint meeting.

NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 8:58 p.m.

Approved:



Commissioner Ed Halloran, Langley

Minutes reviewed by:



Angi Mozer, Executive Director

Commissioner Jack Ng, Freeland



Commissioner Curt Gordon, Clinton

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.