

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Thursday, March 24, 2016 at 2:30 p.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (2:30 p.m.)

EXECUTIVE SESSION – Real Estate Matters (duration approximately 15 minutes)

South Whidbey Harbor

Tulalip Tribes Tank Farm – Mukilteo

Summer/Fall 2016 Staffing

Future Port of Coupeville Joint Meeting

Follow up on City of Langley Joint Meeting

Fairgrounds

ADJOURNMENT (Approximately 4:45 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

March 24, 2016

Freeland, Washington

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

Port Staff: Angi Mozer (Executive Director) and Molly MacLeod-Roberts (Port Clerk)

Consultants Melene Thompson (Fairgrounds Property Manager) and Marty Matthews (Fairgrounds Business and Marketing Plan Study)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Thursday, March 24, 2016, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for the Commission to address the items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Commissioner Ed Halloran, President, called the Special Meeting to order at 2:30 p.m., followed by the Pledge of Allegiance.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 2:32 p.m. for an expected duration of 15 minutes to discuss real estate matters. The Commission came out of Executive Session and returned to the Special Meeting at 2:47 p.m.

South Whidbey Harbor: Mozer reported that the Outside Mooring cleat construction and anchor line repair work is complete and it went well. The post-construction dive inspection showed a couple of the straps on the HDPE sleeves came loose and broke, and she is working with Reid Middleton and Collins Engineers to see if the Port needs to bring a dive crew back out to replace them. The dive inspection also showed that at low tide there are three clump weights that rest on the sea floor. Shannon Kinsella from Reid Middleton said she is not concerned because although the clump weights are on the sea floor, those anchor lines are not slack. The anchor lines are still engaged and performing, but at a different angle. Collins reviewed their design and determined that even with a "full house" scenario of boats tied up on both the inside and the outside of the docks, the whole structure uses only 60% of its capacity so it wouldn't be an issue even if one of the lines became slack. The engineers agree that all of the lines are protected and arranged correctly in the way that Reid Middleton intended. There are two lines that are still in contract, but they are protected by HDPE sleeves covering the chain and secured in place.

Kinsella was on site during construction and provided invaluable guidance. Reid Middleton is currently on contract for the design of the breakwater anchor system repairs, but Mozer's preference was for a separate contract for the construction services and asked Kinsella to prepare such an agreement. The allocated budget for the anchor system repair project was \$17,600. Reid Middleton has been paid \$12,149 so there is \$5,451 remaining in the budget from that contract. Their estimated budget for construction services is \$11,500. Reid Middleton proposes transfer of the remaining budget of \$5,451 from the original contract to the construction services contract and requests an additional budget of \$6,000 to complete the construction services.

ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the Agreement for Construction Services from Reid Middleton in the amount of \$11,500. The Motion passed unanimously.

Tulalip Tank Farm – Mukilteo: Gordon and Mukilteo Planner Patricia Love will meet with the owners of the Buzz Inn property that is currently leased to Washington Department of Transportation (Lanes 13-24 of the Mukilteo Ferry vehicle holding area) to discuss the possible use of that property as a parking facility when the new terminal opens. Gordon also contacted Tulalip Tribes C.F.O. Brian Carroll to ask if the Tribes' tank farm property could be considered as at least a temporary option in the Mukilteo Parking Study. He expects a response from Carroll next week and will update the Commission accordingly.

Summer/Fall 2016 Staffing: Mozer plans on taking maternity leave from mid-July through mid-October and provided a summary of the proposed structure to cover all Port duties during her absence. She plans to hire a half-time person to provide basic administrative and accounting support in the office. The individual can start immediately and continue in perpetuity. The Commission approved the job description and authorized that hiring.

Future Port of Coupeville Joint Meeting: Halloran met with the Port of Coupeville's new Executive Director Forrest Rambo. The Port of Coupeville also has two new Commissioners (elected in November) and it was agreed the two ports should try to hold a joint meeting after the Washington Ports Spring Seminar.

Follow up on City of Langley Joint Meeting: The City's new Director of Community Planning will be on board starting March 29th and Halloran suggested the next joint meeting could take place during the 1st or 2nd week of April. Gordon proposed mid-April at the latest, noting that if the Port does end up with the Fairgrounds, the City of Langley will need to agree to zoning changes. Halloran and Mozer will work with Mayor Tim Callison on scheduling the joint meeting and drafting an agenda.

Fairgrounds: Gordon and Mozer attended the Board of Island County Commissioners (BOICC) meeting on Tuesday, and the County Commissioners in general still seemed to be on board with the Port's plan for the Fairgrounds (August ballot measure to transfer ownership & increase levy by \$0.05 per thousand). Mozer has been in contact with Larry Van Horn (Island County Director of Facilities Management) regarding a lease agreement. The County proposed a one-year management agreement, but Mozer's understanding is that Commissioner Helen Price Johnson is doing some homework to see what the terms of the property transfer might look like. Mozer had drafted Island County Fairgrounds Lease Amendment No. 1 that would get the Port through the ballot measure filing (mid-May) rather than a full year, just to make sure there aren't any terms the Port can't live with (legally or philosophically). Gordon noted that County Commissioners Jill Johnson and Rick Hannold were adamant in their support of the Port's plan, but Price Johnson was not ready yet. He suggested the Port agree to manage the property through the end of May and set a deadline for the County to reach a decision regarding support for the Port's plan. Ng recommended April 15th.

ACTION: A Motion was made by Gordon and seconded by Ng to present Island County with Fairgrounds Lease Amendment No. 1 extending the Port's property management lease for a period of two months (through May 31st) and to request a decision by the Board of Island County Commissioners on the terms of transfer by April 15, 2016. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 3:34 p.m.

Approved:

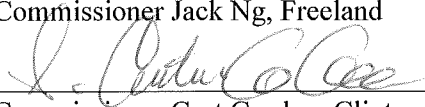
Minutes reviewed by:



Commissioner Ed Halloran, Langley



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.