

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, March 14, 2017 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 Vouchers in the amount of **\$62,303.04** and Minutes from the Regular Meeting of November 8, the Public Hearing on the 2017 Budget of November 22, the Public Hearing on Comprehensive Scheme Amendment I of November 22, and the Special Meetings of November 15 and November 22, 2016.

PUBLIC COMMENT – *This is time set aside for members of the public to speak to the Board regarding any subjects of concern/interest, including items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes. If you have any documents to present to the Board, please hand them to the Port Clerk prior to speaking.*

APPLICATIONS FOR FUNDS

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

Whidbey Island Garden Tour – Signage for Tour

Whidbey Island Conservation District – Farm & Food of Whidbey Agri-Tourism Website/Brochure

Clinton Chamber of Commerce – Discover Clinton Promotion/Brochure

Island Shakespeare Festival – Advertising/Promotion of Festival

Northwest Language & Cultural Center: Marketing for “Education Vacation: Learn English in America”

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

Greater Freeland Chamber of Commerce – Tourism Brochures

Resolution No. 17-01 Establishing Agreements for Port Grant Funding

FINANCIAL UPDATE

January 2017 Financial Statement and Executive Director Report

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Dock

Clinton Market Study

Island County Fairgrounds

- Fairgrounds Property Manager Report
- Island County Interlocal Agreement

Possession Beach Waterfront Park

- Boat Ramp Renovation Project
- Caretaker Residence Update

ACTIVITIES/INVOLVEMENT REPORTS

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

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

Ng: Economic Development Council (EDC)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 14, 2017

Langley, Washington

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster), and Roxy Taylor (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 14, 2017, 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 November 8, the Public Hearing on the 2017 Budget of November 22, the Public Hearing on Comprehensive Scheme Amendment I of November 22, and the Special Meetings of November 15 and November 22, 2016.

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 March 2017 as signed today in the amount of \$62,303.04. The Motion passed unanimously.

PUBLIC COMMENT

Mel Trenor of Island Beach Access provided an update on the Clinton Beach Park Universal Accessibility Modification Project. Permits were submitted and paid for and he anticipates final approval in the next week or two. South Whidbey Firefighters have signed on to provide work parties for the project. Trenor provided a PowerPoint presentation at St. Augustine's Episcopal Church. Approximately 30 people attended and expressed interest in helping financially and with advocacy. The Rotary is also interested in helping, and there are 5 more congregations in the Greening Congregations Collaborative that have expressed interest in supporting the project.

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.
- Whidbey Island Garden Tour – Signage for Tour: Sharon Edberg was on hand to present the \$2,000 request for signage for the Tour which will be held on June 17th. So far this year, 78% of the online tickets were sold off-island. Last year 68% of ticket sales were off-island.
- Whidbey Island Conservation District (WICD) – Farm & Food of Whidbey Agri-Tourism Website/Brochure: Karen Bishop explained that WICD ran the Farm Tour until 2015, when it became difficult to attract farmers because the “one size fits all” weekend didn't work for everyone. The group decided to broaden it and rebrand it as a collaborative marketing project that includes local farms and local restaurants, shops, lodging venues, wineries, etc. that use locally made foods, libations & products. Rather than one weekend a year, there will be several farm events spread throughout the year with

different partners. WICD plans on having less printed material and the \$2,500 request is to develop the website that will highlight all the local partners and entice visitors to stay overnight.

- Clinton Chamber of Commerce – Discover Clinton Promotion/Brochure: Janae Cameron was on hand to present the \$3,800 request. She noted that the economic climate in Clinton is one of the most unique and most challenging on Whidbey Island. The Chamber has worked hard to build excitement and momentum, and in just one year membership in the Chamber has increased from 15 to 65. Thirty-five business owners attended the recent annual meeting.
- Island Shakespeare Festival – Advertising/Promotion of Festival: Rene Neff presented the \$5,000 request. Last year the Festival had 4,074 visitors including 592 from Seattle, 804 from 50+ miles away 535 from out of state and 87 from other countries. The Festival also drew 923 visitors from North Whidbey and beyond. Additionally, the Festival employs 26 people from June through Labor Day.
- Northwest Language & Cultural Center (NWL&CC): Marketing for “Education Vacation: Learn English in America.” Josette Hendrix was on hand to present the \$1,000 request to advertise/promote “Education Vacations” for a variety of residential programs for family groups, student groups and individuals. The English language learners are from Japan, China, Korea and Taiwan.
- Whidbey Island Arts Council (WIAC) – Off Island Advertising/Promotion of 4 Programs/Activities: The Council: Kay Parsons and Diane Cheek presented the \$3,000 request for off-island advertising promotion of the Whidbey Island Music Festival, Whidbey Art Trail, Whidbey Working Artists Open Studio Tour and Island Consort.
- Greater Freeland Chamber of Commerce – Tourism Brochures: Leanne Finlay was on hand to present the \$5,000 request. The brochures are placed on every Washington State Ferry and terminal buildings and the Boeing Tour Center, as well as Whidbey Island businesses and Chambers of Commerce.

The Commission reminded all of the applicants of the importance of collecting data such as number of off-island visitors at events, etc. to demonstrate the effectiveness of promotion and/or measurable economic development benefits and providing that information to the Port. Port grants are paid by reimbursement of expenses incurred by the applicant organization, and the expenses must be for economic development.

ACTION: A Motion was made by Halloran and seconded by Ng to approve all of the applications as submitted for a total of \$23,310 as follows:

• South Whidbey Assembly of God – Portable Toilets for July 3 rd	\$1,010
• Whidbey Island Garden Tour – Signage for Tour	\$2,000
• WICD – Farm & Food of Whidbey Agri-Tourism Website/Brochure	\$2,500
• Clinton Chamber of Commerce – Discover Clinton Promotion/Brochure	\$3,800
• Island Shakespeare Festival – Advertising/Promotion of Festival	\$5,000
• NWL&CC: Marketing for “Education Vacation”	\$1,000
• WIAC – Off Island Advertising/Promotion of 4 Programs/Activities	\$3,000
• Greater Freeland Chamber of Commerce – Tourism Brochures	\$5,000

The Motion passed unanimously.

Resolution No. 17-01 Establishing Agreements for Port Grant Funding

ACTION: A Motion was made by Halloran and seconded by Ng to approve Resolution No. 17-01, Establishing Agreements for Port Grant Funding in Support of Economic Development with South Whidbey Assembly of God, Whidbey Island Garden Tour, Whidbey Island Conservation District, Clinton Chamber of Commerce, Island Shakespeare Festival, Northwest Language & Cultural Center, Whidbey Island Arts Council and Greater Freeland Chamber of Commerce. The Motion passed unanimously.

FINANCIAL UPDATE

January 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the January 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$14,000 in tax, operating and grant revenue and incurred \$239,000 in operating and capital expenses during January 2017. Ending cash balance at 1/31/17 was \$207,000.

Subsequent to the performance evaluation of Fairgrounds Maintenance employee, Mozer recommended a salary increase of 5% effective for the March payroll period (to be paid in April). The Commission agreed with her recommendation and authorized the increase.

STATUS REPORTS

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. Mystic Sea Charters has started this season's whale watching trips, and is in the process of marketing excursions on their 2nd boat, a 34' aluminum vessel. The San Juan Clipper is scheduled for day stop visits on March 18, 19, 25 & 26 and April 1, 2, 8, 9, 22 & 23. Both the Langley Chamber of Commerce and the Langley Main Street Association are collaborating efforts to enhance the experience for the visitors. Udo Gerz from the Hat Island Community Association said the group will discuss the idea of utilizing the Hat Express vessel for excursions to Langley at their next meeting on March 18th. Harbor staff installed 12 new emergency ladders to improve safety for Harbor users and personnel.

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. At **Possession**, Kisch is trying to keep up with ramp cleaning. The shop space has been cleaned up and the house garage has been emptied. New trash cans are in place throughout the facility. At the **Fairgrounds**, Island County has scheduled the work on the water backflow valve for the week of March 20-24. Whidbey Telecom is installing fiber optics on the property. The log arch at the main entrance to the Fairgrounds will be removed on March 28th. David Schaal (Fairgrounds Maintenance) has refurbished the 18-year old riding lawn mower with new seat, tires & drive belts and repaired the fiberglass hood. Kisch subsequently moved the mower to Possession. He has tentatively scheduled the **float launch dates: Thursday, April 27th for Possession and Friday, April 28th for Bush Pt.**

Mukilteo Parking: Gordon is trying to set up a meeting with Nicole McIntosh (Director of Terminal Engineering, Washington State Ferries), Brian Carroll (Director of the Office of Financial Management, Tulalip Tribes), and Patricia Love (Community Development Director, City of Mukilteo).

Clinton Dock: The Port's \$300,000 application for the Washington Recreation & Conservation Office (RCO Boating Facilities Program grant did not score well, so funding for the reconfiguration of the dock is unlikely. At this point, Mozer recommends the Port move forward with the budgeted "short term repairs" at \$38,000 and then pursue different funding mechanisms, such as emergency preparedness or Coast Guard grants. The Port's current lease is in place until 2025. The Commission agreed with Mozer's recommendation, so she will put together draft statement of work for the engineering part of it.

Clinton Market Study: Beckwith Consulting Group (the Port's consultant for the Study) has been on "semi-hold." Island County has a \$120,000 grant to plan & design bike/pedestrian access from the Clinton ferry terminal up to Deer Lake Road. Beckwith will be brought back in as needed.

Fairgrounds:

- Fairgrounds Property Manager Report: Roxy Taylor was on hand to provide her monthly report, including an overview of all the current tenants and upcoming events. Taylor met with Langley's Director of Community Planning Brigid Reynolds to discuss signage, parking, zoning uses, etc. The proposed Campground sign will go before the Design Review Board on March 21st. There have been issues with the power (circuit breaks) in Burrier Building on Saturdays when 3 tenants are all utilizing the space. She will meet with electrician Jerry Beck on March 17th to review each building's capacity and identify issues. Taylor also met with 4-H horse leaders about future upgrades to the horse barns and all of the Fairgrounds. She reported the leaders are very excited and appreciative of the Port's plan for repairs and improvements. The March 9th edition of the Whidbey Weekly had an excellent article about the Port's plans for the property.
- Island County: Mozer said the Port and Island County are nearing a final draft of the Interlocal Agreement (ILA) for the Fairgrounds property transfer. Once the attorneys have approved the ILA, the Port will hold a Special Meeting to approve it. The Commission agreed to tentatively schedule the Special Meeting for Wednesday, March 29th at 9:00 a.m. in the Port conference room. Island County will hold a Public Hearing to surplus the property on March 28th at 10:00 a.m., and at least one Port representative should be there. The transfer will then close on March 31st. Mozer is working on justifying that it will be a no-cost transfer of property. Mozer provided copies of the recent survey of the property and noted there are some issues with the City of Langley. It appears the food booths are encroaching on the City's property. She will meet with Reynolds tomorrow to discuss it.

Mozer previously provided the Commission with an updated draft of the Fairgrounds Advisory Committee Charter. In "**IV. Fairgrounds Advisory Committee Board**," it states, "*Organizations represented on the Board may be removed and other organizations may be added by majority vote of the Island County Planning Office representative, City of Langley Planning Office representative, and the POSW Board Advisor*" (the Port's Executive Director). Mozer noted that the words "Planning Office" will be removed so that it simply reads City of Langley representative and Island County representative. Gordon wanted to add the full Port Commission as one vote for any structural change to the Committee so that there will be 4 votes total (i.e. votes will come from Island County, City of Langley, PoSW Executive Director, and the Port Commission), and the Commission agreed. Mozer was directed to make the changes as discussed. Once the changes are completed, Mozer was authorized to begin recruiting for the one at-large member and the one tenant member and ask the seven entities (Island County, City of Langley, Langley Chamber of Commerce, Island County 4-H, South Whidbey Historical Society, Whidbey Island Fair Association, and Whidbey Western Games Association) to name the individuals who will be their representatives.

Possession Beach Waterfront Park

- Boat Ramp Renovation Project: Granite Precast sent a picture of the pre-cast concrete planks put together, and there is some space in between them. Mozer contacted the Port's design engineer who reported that according to the design drawings, there can be no more than one-quarter of an inch difference between the panels. Mozer subsequently contacted Granite Precast with the specification and asked them to let the Port know how they will handle it. The construction project is still scheduled to begin in June.
- Caretaker Residence Update: The electrical system has many issues and needs to be refurbished. In spite of contacting several companies, Jerry Beck & Company, Inc. was the only company that provided a quote. The quote was for a fixed price of \$11,163.92, including sales tax.

ACTION: A Motion was made by Halloran and seconded by Ng to approve the quote as submitted by Jerry Beck & Company, Inc. for the electrical refurbishment of the Possession Beach Waterfront Park residence for a total of \$11,163.92. The Motion passed unanimously.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Last month's meeting was cancelled.

IRTPO: Last month's meeting was cancelled.

CCC: The CCC did a great job cleaning up Dan Porter Park.

WPPA: Spring Meeting will be held in May.

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

MRC: The MRC reviewed the statement of work next year with the list of projects, etc. Island County Commissioners authorize seats on the MRC Board. The seats for the Port of Coupeville and the Tulalip Tribes have been empty for quite a while, so letters were drafted for both entities. The Tribes subsequently assigned a representative from the Skagit River Systems Cooperative, and after Halloran hand-delivered the letter to the Port of Coupeville during their regular meeting, the Board assigned Port of Coupeville William Bell as the representative. Pending the approval of both representatives by the Island County Commissioners, the MRC Board will be fully occupied.

Langley: The March 6th meeting was very well attended as the discussion of being a Sanctuary City or Inclusive City continued. The City Attorney will draft a document for the Council to review/discuss/modify.

Ng: Economic Development Council (EDC), Port Promotion & Marketing Committee (P&M), and Freeland Water & Sewer District (FWSD):

EDC: Ng said he's not able to attend the EDC meeting on the following day; Halloran said he would try to attend in his place.

P&M: No activity.

FWSD: Mozer and Ng will meet with FWSD Commissioner Lou Malzone and Andy Campbell from Whidbey Water Services on Friday, March 17th.

OLD BUSINESS: None.

NEW BUSINESS: Gordon asked the Commission to consider adopting a policy of approving Minutes from meetings no longer than 60 days/2 months after the meeting is held, and commit to funding staffing as needed to do so.

ACTION: A Motion was made by Halloran and seconded by Ng to adopt a policy to approve all Minutes within 60 days of the meeting date. The Motion passed unanimously.


ADJOURNMENT: The Meeting was adjourned at 7:45 p.m.

Approved:



Commissioner Curt Gordon, Clinton

Minutes reviewed by:



Angi Mozer, Executive Director



Commissioner Jack Ng, Freeland



Commissioner Ed Halloran, Langley

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.