

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249  
Tuesday, April 10, 2018 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 April Vouchers in the amount of **\$78,308.38** and Minutes from the Regular Meeting of March 13 and the Special Meeting of March 22, 2018.

*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.*

FINANCIAL UPDATE

**February 2018 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**

**Fairgrounds**

- Property Improvements/Renovations

ACTIVITIES/INVOLVEMENT REPORTS

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

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

**Ng:** Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
Minutes of the Regular Meeting  
April 10, 2018  
Freeland, Washington

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

**Port Staff Present:** Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster) and Pat Kisch (Maintenance & Operations Supervisor)

**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, April 10, 2018, in the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, Washington. Commissioner Jack Ng (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 March 13 and the Special Meeting of March 22, 2018.

**ACTION:** A Motion was made by Commissioner Curt Gordon and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2018 as signed today in the amount of \$78,308.38. The Motion passed unanimously.

**PUBLIC COMMENT**

**Mel Trenor of Island Beach Access (IBA)** provided an update on the group's activities. Volunteers plan to reinstall the Universal Accessibility mats at Clinton Beach Park during the first week of May, with the assistance of Maintenance & Operations Supervisor Pat Kisch. IBA has decided not to have a "Grand Opening" because the logistics were prohibitive. Instead, they will have an official opening later in mid-July. The group's next Universal Accessibility Project is Robinson Beach, and Trenor thanked Mozer for her willingness to assist in preparing IBA's Recreation and Conservation Office grant application. He is working closely with Island County on that project, using the Port as a model of cooperation and generosity.

**Gary Gabelein, Chair of the Fairgrounds Advisory Committee** encouraged the Port to more actively promote the campground by posting signs on the highway and rack cards at the Visitor's Kiosk at Ken's Corner and in the Chambers of Commerce offices. For horse shows, he discussed the possibility of opening the back gate to the Fairgrounds during horse shows to provide easier access for the long trailers and the need for signage reminding the owners/riders that they are responsible for the health/safety of the animals. Gabelein also reported an outbreak of a highly contagious rabbit disease on Vancouver Island, and **Virginia Keck** added that 4-H will not be bringing any rabbits to this year's Whidbey Island Fair because of that outbreak.

**FINANCIAL UPDATE**

**February 2018 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the February 2018 Financial Statement which was distributed to them previously. Executive

Director Angi Mozer reported the Port received \$986,000 in tax, operating and bond revenue and incurred \$136,000 in operating and capital expenses during February 2018. Ending cash balance at 2/28/18 was \$1,200,000, consisting of \$932,000 in the Bond Fund and \$287,000 in the General Fund. She also provided cash flow projections through the end of 2019. For the Mukilteo Parking Project, Gordon believes the Port will need include a budgeted amount (maybe \$30,000) for quarter-time or even half-time staff for the end of this year and for 2019.

#### STATUS REPORTS:

##### South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. The electrical cable replacement project was completed April 5<sup>th</sup>. Both the San Juan Clipper and the Mystic Sea cancelled their whale watching trips on Saturday, April 7<sup>th</sup> due to weather concerns. McPhee reported strong volume of reservations for the summer, including some from visitors to the Port's booth at the Seattle Boat Show. Puget Sound Boating has invited him to post the Harbor's monthly newsletter on their Facebook page. McPhee is working on getting the Hat Island Express to add South Whidbey Harbor to its passenger ferry trips. He obtained six quotes for a six-passenger, gas-powered golf cart (three with wheelchair capacity and three without) and almost all were within the \$20,000 allocated in the 2018 budget. He noted that the local (in-state) quotes were much higher than out-of-state quotes, even with shipping. His recommendation was to order the wheelchair-accessible shuttle from the Florida company (best price), but wait to arrange shipping closer to the completion date (6-8 weeks from time of order). The company quoted \$2,900 for shipping but McPhee believed the Port could find a less expensive option.

**ACTION: A Motion was made by Gordon and seconded by Ng authorizing Harbormaster Duncan McPhee and Executive Director Angi Mozer to proceed with ordering the golf cart as described for the best price under \$20,000. The Motion passed unanimously.**

##### 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 Beach Waterfront Park and the Fairgrounds. After the Commission approved the purchase of two Toro 42" zero turn mowers in January, someone had suggested the Washington State Department of Enterprises (DES) might be able to help purchase such equipment. Kisch was able to connect with a DES Contract Division Coordinator who asked if the Port had considered the Toro 50" zero turn mowers. They discussed the Port's budget, and the Coordinator found a seller within the budget (just \$185 more than what the 42" mowers cost each). The Coordinator also offered to bring the new 50" mowers to Mukilteo, and saved the Port from paying the seller's \$400.00 delivery charge. One is at the Fairgrounds and the other is at Possession, where Caretaker Jim Conover reported it has cut his mowing time in half (from 6 hours with the old mower to just 3 hours with the new one). At Bush Pt, the float legs were rebuilt and installed and the boarding ramp floats were launched for the season on March 30<sup>th</sup>. The hinges on the boarding floats at Possession were also repaired and successfully launched for the season on April 6<sup>th</sup> with the newly built trailer hitch receiver that bolts into the bucket of the backhoe (so the float trailer is moved with the backhoe instead of a truck).

**Mukilteo Parking:** As previously reported, the \$500,000 was appropriated from the Washington State Department of Commerce Community Capital Facilities Grant Program in the 2017-2019 Capital Budget. However, the grant is subject to an administrative fee of 3% so the net grant amount is actually \$485,000 for pre-construction (design, permitting, etc). Gordon noted that Washington State Ferries Terminal Engineering Director Nicole McIntosh indicated that WSF is going to support the Port's application for a Rural Mobility Grant. Gordon, Mozer and the Port's engineer recently met with representatives from the Tulalip Tribes and the City of Mukilteo. It was a good meeting, but it was also an eye opener as they learned about all the fees that will be associated with the project, including impact fees (based on a rate

per car during peak hour) that must be paid up front, plus road improvement fees (using the traffic study to assess the impact to every intersection in the area and mitigate for that as well). Plus, the Tribes or whoever runs the parking lot will have to pay a 25% use fee to the City of Mukilteo. The costs of all those fees could amount to more than \$500,000. Gordon noted that a representative from the Washington State Department of Transportation did say that the Port will have the ability to increase the “ask amount” of the Rural Mobility Grant if it turns out that additional funding is needed, but the Port won’t know if that is the case until the traffic study is funded and completed.

**Clinton Dock:** Mozer reported that Combined Construction (contractor for the Clinton Dock Repair Project) had provided Change Order Proposal 003 to remove three float sections from the dock, tow them to Possession and place on dunnage near the ramp per Moffatt & Nichol’s Float Removal Plan. The Change Order total (excluding Washington State Sales Tax to be added at billing) is \$15,622.49. Mozer noted that the engineer’s Opinion of Probable Cost was (including sales tax) was \$20,700.

**ACTION:** A Motion was made by Gordon and seconded by Ng to approve Combined Construction, Inc.’s Change Order Proposal 003 for the Clinton Dock Repair Project in the amount of \$15,622.49 (plus tax), as submitted. The Motion passed unanimously.

### **Fairgrounds**

- **Property Improvements/Renovations:** Mozer reported The Driftmier Architects, P.S. provided a detailed breakout of the construction cost estimates. The Opinion of Probable Cost is \$36,146 for the Black Box Theater exit and \$450,793 for the Coffman Building renovation. Three-phase power is included for the Coffman Building only. For Coffman, the architectural fees alone are \$75,000-\$90,000. The amount Mozer budgeted for design, permitting and construction for the Coffman project is only \$300,000, so she doesn’t believe the Port can move forward with the project as it is currently scoped (at least \$525,00). Ng was unable to attend the Special Meeting on March 22<sup>nd</sup> when the Commission took action to direct Driftmier to move forward with permitting for the Black Box Theatre work and put the Coffman building on hold. Ng agreed with that action and also with the discussion at the meeting that Driftmier might not be the right fit to provide architectural design services for the Fairgrounds buildings. Mozer said she will develop recommendations for how to move forward with Coffman for Commission discussion at the next Port workshop/special meeting.

Mozer submitted the Port’s Rural County Economic Development Funds grant application for \$688,000 to Island County for several Fairgrounds projects. She also submitted a USDA Rural Business Enterprise Grant application for \$40,000 to cover the costs associated with installing new hoods in the commercial kitchen.

The Tulalip Tribes reviewed the Port’s plan to take down the William Shelton story pole and said it is acceptable. Mozer will begin the process of coordinating that task.

### **ACTIVITIES/INVOLVEMENT REPORTS**

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO), and Clinton Community Council (CCC)

**COG:** Island County Health Services Director Keith Higman provided a great presentation on the basic requirements of drain fields in the County.

**IRTPO:** IRTPO also put in for a Rural Mobility Grant for the pedestrian/bike access to/from the Clinton ferry terminal.

**CCC:** The group is still involved with safety standards. WSF will hold one of its long-range planning meetings at Clinton Community Hall on Tuesday, May 1<sup>st</sup> and Gordon suggested that would be a good meeting for everyone to attend.

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

**MRC:** Absent; no report

**Langley:** Absent, no report

**Joint Parks Committee:** No meeting held.

**Ng:** Island County Economic Development Council (EDC), Washington Public Ports Association (WPPA), Port Promotion & Marketing Committee (P&M), and Freeland Water & Sewer District (FWSD):

**EDC:** Did not attend (on vacation)

**WPPA:** All three Commissioners plan to attend the Spring Meeting in Vancouver May 9-11 and the Commissioners Seminar in Cle Elum in July.

**P&M:** Ng said the group would wait until the new Fairgrounds Director was on board to schedule the next meeting.

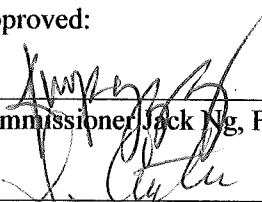
**FWSD:** No report.

**OLD BUSINESS:** There was none.

**NEW BUSINESS:** There was none.

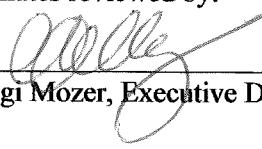
**ADJOURNMENT:** The Meeting was adjourned at 7:40 p.m.

Approved:

  
\_\_\_\_\_  
Commissioner Jack Ng, Freeland

  
\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

Minutes reviewed by:

  
\_\_\_\_\_  
Angi Mozer, Executive Director

\_\_\_\_\_  
ABSENT

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.