

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, September 12, 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 September Vouchers in the amount of **\$131,652.19** and Minutes from the Regular Meeting of August 8, 2017.

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

July 2017 Financial Statement and Executive Director Report

STATUS REPORTS

Clinton Beach Universal Accessibility Project in collaboration with Island Beach Access

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Market Study

Clinton Dock

Island County Fairgrounds

- Property Improvements/Renovations
- Fairgrounds Property Manager Report

Possession Beach Waterfront Park

- Boat Ramp Renovation Project

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) and Port-wide Marketing & Promotion Committee (M&P)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

September 12, 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), 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, September 12, 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.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to approve the authorization and acceptance of Vouchers dated September 2017 as signed today in the amount of \$131,652.19. The Motion passed unanimously.

Approval of Minutes: Minutes from the Regular Meeting of August 8, 2017.

Gordon requested the following correction to page 5 of the Minutes under his report of the Economic Development Council (EDC): *"Gordon explained that Island County Commissioners believe that the EDC's role should include considering and approving/rejecting applications for Rural County Economic Development Funds rather than the County doing it want the EDC to decide whether or not they will perform business recruitment."* The Commission agreed to amend the Minutes as requested.

ACTION: A Motion was made by Halloran and seconded by Ng to approve the Minutes from the Regular Meeting of August 8, 2017 as amended. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

July 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the July 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$63,000 in tax, operating and grant revenue and incurred \$202,000 in operating and capital expenses during July 2017. Ending cash balance at 7/31/17 was \$442,000.

Mozer is putting together a draft 2018 budget and asked the Commission if there were any special items she should try to accommodate. Gordon said the Port might need to budget an additional \$6,000-\$8,000 for a Mukilteo traffic study.

STATUS REPORTS:

Mukilteo Parking: Gordon met last week with Washington State Representative Norma Smith and she has committed to helping the Port in its effort to work with the Tulalip Tribes (on its “tank farm” property) and the City of Mukilteo to provide parking in Mukilteo for ferry users. She was interested in working with Washington Public Ports Association (WPPA) to get some attention at the state legislative level. Gordon had expressed to her his frustration at not being able to get the attention of U.S. Representative Rick Larsen on this issue, and Smith believes she might be able to reach him. Gordon will also meet with Smith next week to reinvestigate the Buzz Inn project as a parking option.

Gordon explained that the Port needs to figure out the design of the tank farm parking lot in order to determine the amount of capital funding needed. The Port will then build that lot and hand it to the Tulalip Tribes to manage and maintain. The Tribes’ are now suggesting a longer commitment than 5 years; it might be as long as 20 years.

David Consulting Group, Inc. provided the only one response to the Port’s Request for Qualifications for Engineering Services for Mukilteo Waterfront “Tank Farm” Potential Temporary Parking Lot, and subsequently provided an estimate of \$13,756 to enhance the design concept the company previously provided and coordinate the Traffic Impact Analysis.

ACTION: A Motion was made Halloran and seconded by Ng to accept David Consulting Group’s proposal of \$13,756 for Preliminary Planning & Design Services for the Mukilteo Waterfront “Tank Farm” Potential Temporary Parking Lot. The Motion passed unanimously.

Clinton Beach Universal Accessibility Project in Collaboration with Island Beach Access (IBA): Mel Trenor of IBA provided an update on the project. Whidbey Life Magazine had a great article about the project. Trenor was at Clinton Beach recently and witnessed a 40 year old man in a wheelchair going back & forth on the mats quickly with a big smile on his face. Trenor spoke to the man’s parents who had tears in their eyes as they explained it was the first time their son hadn’t been to the beach since he was 6 years old. The Washington State Department of Fish & Wildlife approved the Hydraulic Project Approval application (required to add additional mats to get even closer to the water) just 10 days after submittal at no charge. Trenor was able to get a 5% discount on the additional 83’ of mats, plus an 11’ scrap piece for free and IBA then used the \$4,000 of privately raised funds to pay for the order. The new mats were installed today, thanks to Port Maintenance & Operations Supervisor Pat Kisch. The mats now go all the way to the high tide mark. The display case on the building exterior will include “before” photos of the project and “after” aerial photos by a drone photographer for free (\$200 value) to be taken next week. Due to logistics and timing issues (mats to be removed by October 31st), IBA has decided to postpone the Grand Opening ceremony until late Spring (after the mats are reinstalled May 15th).

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. August was busy, but not as much revenue as he hoped. His attendance at the Pacific Coast Congress of Harbormasters conference this month will give him the opportunity to get first hand comparisons and ideas from other harbormasters. DockStock went really well. There was a minor fuel spill when a guest inadvertently put a water hose into his fuel tank, but Harbor staff identified the leak quickly, contained and removed the fuel from the water with the Harbor’s spill containment kit, filed required reports to the National Spill Response Center & the Department of Ecology, properly disposed of the hazardous waste, and replenished the spill kit. The guest has been invoiced for the cost of the response material and the disposal.

McPhee has started marketing the mid-week shoulder season incentive of “free Wednesday” when guests pay for Monday & Tuesday overnight stays. He is fabricating the mountings for the Harbor’s historical display panels and hopes to have them in place by the end of the month. He and Mozer are working on

the concept/direction of the Harbor's archway project, and McPhee has met with Frank Rose (Langley Art Council) twice. All three will meet on September 15th to discuss the potential "Call To Artists" plan.

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. Much of August was spent working at **Possession** in preparation for the Grand (Re)Opening Ceremony and at **Clinton Beach** (as previously discussed). Kisch reported the floats will be removed for the season at **Possession** on October 4th and at **Bush Pt** on October 11th.

Clinton Market Study: The Open House held on August 28th was well attended (35-40 people). Tom Beckwith of Beckwith Consulting Group presented the Study, and Mozer and Gordon agreed it went really well. Gordon explained that from the beginning of the conversation, the Clinton Community Council (CCC) wanted a plan for Clinton. Island County was in the process of updating its Comprehensive Plan, and the CCC wanted an element for Clinton to be included in it. That didn't happen. He added that the Port never agreed to do a plan for Clinton. Instead, the Port obtained a Rural County Economic Development Funds (RCEDF) grant to do an economic development study (the Clinton Market Study), which is not a plan. Gordon said the Study showed him the order in which to do things and the process to follow when trying to do business recruitment in any particular area.

Clinton Dock: The Port should receive the bid documents for the repairs this week and Mozer will then advertise the project as soon as possible. The engineer provided an updated Opinion of Probable Construction Costs. The original was \$30,000 and it is now \$40,000.

Fairgrounds

- **Property Improvements/Renovations:** Mozer has been communicating with Columbia Bank and Martin Nelson & Company regarding different financing options and drafted a large spreadsheet showing what those options might look like over the next few years for the different projects, etc. She is still finalizing some of those things and will present a more complete proposal once she gets the actual details of the options from Columbia Bank and Martin Nelson & Company. As agreed at the Special Meeting on August 30th, The Driftmier Architects are preparing a scope and a cost estimate to install a second emergency exit in the Black Box Theatre and to renovate and expand the Coffman Building, to include expansion of the current commercial kitchen. Mozer has almost completed the draft RCEDF grant application for the 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. The Fairgrounds remains very busy, especially the campgrounds. The new website is very helpful in providing information to potential campers. The Rotary Club of Whidbey Westside held a successful fundraiser dinner and auction in the Pole Building. Unfortunately, the O-Mok-See horse event held August 11-13 reported half as many attendees as the previous years. Taylor identified her goals over the next few months as campground reservation system, various signage, new name for the Fairgrounds, landscaping, directory and calendar of events signage and lock/key replacement on priority buildings.

Possession Beach Waterfront Park

- **Boat Ramp Renovation Project:** Washington State Recreation & Conservation Office completed the final inspection and the Port has received the final grant reimbursement for the project. Mozer noted that the Port still has the outstanding retainage from the contractor pending receipt of the as-builts, etc. and the required paperwork from the State.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: At the September 5th meeting, Lisa Kaufman from the Northwest Straits Foundation provided an excellent presentation on the Shoreline Armor Removal Program. She reported that Cornet Bay has had a significant increase in forage fish as a result of the armor removal done three years ago. Vests and sandwich boards to provide the public with information regarding the project will be provided to MRC volunteers when working on site. The MRC Conference in Bellingham will be November 3rd.

Langley: The comments regarding DockStock indicated it was very successful. The HUB was able to maintain services for 20-25 kids throughout the summer and now has additional resources that will help the program even more during the school year. There was more discussion regarding moving the bus stop from near the HUB, but it is unlikely as the alternatives are not feasible. The police chief reported the Pride Parade went well. The City continues to discuss affordable housing and the City's budget discussions have started.

Joint Parks Committee: No meeting held.

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

EDC: There was not a regular meeting scheduled for last month (EDC meets every other month), but Langley Mayor Tim Callison asked the EDC to hold a special meeting right before the Island County Commissioners' meeting to discuss the Joint Port of South Whidbey/City of Langley/Port of South Whidbey RCEDF grant application for economic and marketing funds. Ng did not attend and is not aware of the outcome of the Island County Commissioners' meeting. Gordon said, "*Stay tuned.*"

P&M: Ng said, "*It's coming next month.*"

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

COG: Coupeville Mayor Molly Hughes did a great presentation on the Town of Coupeville's Neighborhood Emergency Teams program. Gordon said the Town is really well organized with team captains for identified areas, stashes of emergency supplies, meeting areas, etc. He plans to have Eric Brooks (Deputy Director, Island County Department of Emergency Management) speak at an upcoming COG meeting, and he'd like to have him meet with the Port as well. Gordon said the Port also needs to schedule a special meeting to discuss economic development with State Representative Norma Smith to provide her with a complete update on the Port's economic development efforts on South Whidbey.

At the COG meeting, Gordon asked for an update on the RCEDF process but there was no news from the Island County Commissioners (ICC) as to how the RCEDF grants will be administered – whether the COG will do it or not, etc. In the meantime, the Port will push forward and submit an RCEDF application for the Fairgrounds. He noted that as part of the property transfer, by resolution the ICC committed by resolution to helping the Port with grant funding. Ng asked if it was a problem to have two grant applications at the same time (the Joint City/Ports and the Fairgrounds applications). Gordon said Langley Mayor Tim Callison has asked if the Port would be okay with handing that joint grant application over to the EDC manage rather than the Port. Ng said that would be fine. Gordon explained that he was going to wait until the City of Langley made an official request. Halloran suggested it could be discussed the upcoming Joint City/Port meeting (date still to be determined).

IRTPO: No report.

WPPA: No report.

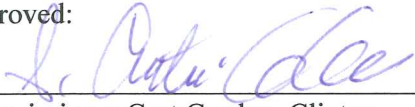
CCC: No additional report.

OLD BUSINESS: There was none.

NEW BUSINESS: There was none.

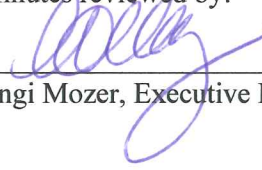
ADJOURNMENT: The Meeting was adjourned at 7:56 p.m.

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.