

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

Held at South Whidbey Parks & Rec District, 5475 Maxwelton Rd, Langley WA  
Tuesday, Aug 11, 2015 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

**Consent Agenda**

Approval of August 2015 Vouchers in the amount of **\$118,665.44** and approval of Minutes from the Regular Meetings of March 10, April 14 and June 9; the Special Meetings of March 5, March 25, April 10, April 23, May 11 (in advance of cancelled Regular Meeting on May 12), and May 28; and the Work Session of May 6, 2015.

PUBLIC COMMENT – Please limit comments to 5 minutes

FINANCIAL UPDATE

**June 2015 Financial Statement and Executive Director Report**

STATUS REPORTS

**Port Operations**

Maintenance & Operations Supervisor Report  
Operations & Maintenance Permitting

**Mukilteo Parking**

**Clinton Market Study**

**South Whidbey Weekend Bus Service**

**Island County Fairgrounds**

**South Whidbey Harbor**

Phase 1 Project

- Outside Mooring

Overall Harbor Expansion Project

Harbor Operations

- Harbormaster Report

**Possession Beach Waterfront Park**

Boat Ramp Renovation Project

Cell Tower Lease

ACTIVITIES/INVOLVEMENT REPORTS

**Gordon:** Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), 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

August 11, 2015

Langley, Washington

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

**Port Staff Present:** Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster), Wayne Nance (Maintenance & Operations Supervisor), and **Consultants** Melene Thompson (Fairgrounds Property Manager) and Marty Matthews (Fairgrounds Business and Marketing Plan Study)

**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, August 11, 2015, 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 Meetings of March 10, April 14 and June 9; the Special Meetings of March 5, March 25, April 10, April 23, May 11 (in advance of cancelled Regular Meeting on May 12), and May 28; and the Work Session of May 6, 2015.

**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 August 2015 as signed today in the amount of \$118,665.44. The Motion passed unanimously.

### PUBLIC COMMENT

**Robin Black** (Langley City Councilmember) provided a report on the City's most recent meeting. The Council has started work on the budget and is considering reducing the City's UGA (Urban Growth Area).

**Matt Chambers**, (Pastor of South Whidbey Assembly of God) thanked the Port for paying for the portable toilets at the Celebrate America event at Freeland Park on July 3<sup>rd</sup>.

### FINANCIAL UPDATE

**June 2015 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the June 2015 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$38,000 in tax, operating and grant revenue and incurred \$69,000 in operating and capital expenses during June 2015. Ending cash balance at 6/30/15 was \$560,000. She will begin working on the 2016 budget soon and asked for Commission input on any projects they would like to see included. Mozer is looking into purchasing a Port vehicle through Washington State's Department of Enterprise Services, which provides pre-negotiated, lowest rate values on vehicles. She signed up for the Master Use Contract and is researching the purchase options.

## STATUS REPORTS

### **Port Operations**

**Maintenance & Operations Supervisor Report:** Wayne Nance reported on maintenance & repairs completed/planned and activities at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Park and the Fairgrounds. The parks and boat ramps are very busy with salmon and crabbing activities.

**Operations & Maintenance Permitting:** All permit applications have been submitted. The original contract with Grette Associates was for a little over \$5,000, but they subsequently experienced some additional requirements. Grette has requested additional budget on the contract to cover those additional costs and the application fees (of almost \$2,000) which were not included in the original contract. If approved, the revised total for the project is approximately \$8,800. The Commission agreed the additional costs are justified.

**Mukilteo Parking, Clinton Market Study and South Whidbey Weekend Bus Service:** The InterLocal Agreement (ILA) to conduct a feasibility study for constructing a new parking garage(s) in Mukilteo has been fully signed and executed by the City of Mukilteo, Sound Transit, Island County and the Port. The Port's Request for Qualifications/Proposals (RFQ/P) for the Clinton Market Study was sent out with responses due August 24<sup>th</sup>. Additionally, the Clinton Community Council has scheduled two public meetings in Oct/Nov in Clinton with the Island County Planning Department. The timing is excellent as all three activities will take place simultaneously. The Port is also working on finding a grant to fund Island Transit's weekend bus service and it will be easier to obtain with all the data provided by the studies. According to a representative from the Tulalip Tribe, the Tribe is open to discuss the possibility of having the concrete pad at the tank farm used for a **temporary** parking lot only. Before allowing the use of their property, the Tribe would want assurances that the temporary parking will be permanently replaced so they don't "look like the bad guys" when they take it back.

**Island County Fairgrounds:** Mozer provided an updated schedule for the Fairgrounds project elements that she is in charge of. Marty Matthews (Fairgrounds Business & Marketing Plan consultant) provided his status report. He has met with several current & former Fair Association members and obtained the group's financial information for the last 5 years. Matthews also met with the manager of the Evergreen State Fairgrounds in Monroe and several groups of artists. He and Property Manager Melene Thompson have conducted several surveys for campground users, artists and the general community to gather due diligence information. The general survey was used at Choochokam with 120 responses. During the Fair, Thompson and Matthews staffed the Port's booth and conducted a pin board survey, asking people to make 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> choices out of 12 potential non-fair events at the Fairgrounds. Approximately 200 people participated and the top events were music concert, gardening show, garage/yard sale and antiques & collectables show. Attendee zip codes were collected from the Fair's ticket booth. Of the 4,681 responses collected, 49% were South Whidbey, 16% from Central/North Whidbey and 35% were off-island. Matthews is also researching potential grant funding, parking expansion options, and venue rental options. The online Fairgrounds Survey is located at [www.fairgroundsfeedback.com](http://www.fairgroundsfeedback.com)

Fair Superintendent (Goat Barn) and 4-H Leader **Kim Larson** expressed her appreciation of all the work the Port has done at the Fairgrounds. She said the barn was a beautiful space for the 4-H youths during the Fair after Port staff painted the outside of the buildings and hauled out all the "junk" accumulated for decades behind them.

Property Manager Melene Thompson provided her monthly report. The Fairgrounds looked amazing and she was very proud of all of the tasks the Port's team was able to accomplish. Ragnar Relay on July 18<sup>th</sup> was a huge success with almost 10,000 people. She conducted a walk through earlier in the day with the Fair Association's maintenance person and Port staff to help prepare for the post-Fair breakdown. An existing tenant wants to expand his rented space and three new tenants have confirmed they will be

moving in. Thompson will return to her Fairgrounds office on August 18<sup>th</sup>. Upcoming events include a wedding in September, arts groups using Burrier & Coffman buildings in August & September and the Mule Event in September. A Winter Farmers Market is scheduled for five weekends (Nov 21-Dec 20); she is working in partnership with the Langley Arts Council, Main Street Association and Chamber on the event.

Forums for public input are scheduled at the Fairgrounds on August 20<sup>th</sup> at 2:00 p.m., August 26<sup>th</sup> at 6:30 p.m. and September 1<sup>st</sup> at 11:30 a.m.

### **South Whidbey Harbor**

#### Phase 1 Project

- Outside Mooring: Mozer is reviewing the bid documents prepared by Collins Engineers.

Overall Harbor Expansion Project: Following the last Port work session, Mozer contacted Don Olmsted at the Department of Natural Resources to discuss the Port Management Agreement (PMA) and Aquatic Lands Lease. The Port has a lot of leverage within the PMA area, and that area is the predominant portion of the South Whidbey Harbor. There is a small leased area outside of the PMA that the Port pays for, and it can be expanded if needed for expansion. Olmsted indicated that the Port could also establish a PMA in Holmes Harbor.

#### Harbor Operations

- Harbormaster Report: Duncan McPhee was on hand to present his monthly report. The Harbor has been very busy, with increased demand for moorage for boats over 38' to the point boats have been turned away. The Commission asked him to track and document when that occurs. Based on customer feedback, McPhee said they will try not to raft vessels in the future, with the exception of yacht clubs or other group reservations. Harbor staff has transported about 100 people up Wharf Street and back with the rented golf cart. All riders have asked to go to downtown Langley; none have requested a ride to or from the offsite parking area.

### **Possession Beach Waterfront Park**

Boat Ramp Renovation Project: Regarding the planning portion of the project, the Port has been operating under a \$99,000 contract with Coast & Harbor Engineering (CHE). The Port is responsible for 25% of that amount with the other 75% reimbursable through the Port's Recreation & Conservation Office (RCO) planning grant. CHE has submitted a new proposal for a portion of that contract (Task 6: Final Design) which requires an additional funds to complete for a total project cost of \$118,000. Mozer is currently in negotiations with CHE. If the end result is that the additional funds are required, she will go back to RCO and request a funding increase on the planning grant to cover those costs. RCO Grant Manager Kyle Guzlas has indicated that as long as cost overruns are justified very well, there is a good likelihood that the Port could receive additional funding.

For the construction portion of the project, the Port's project score was right below RCO's funded line. Guzlas reported that it looks like some funds will be returning to the Boating Facilities grant program. The construction project directly above is partially funded so they would receive the remaining funding for their project and then the Port's project would be next to receive funding.

Cell Tower Lease: The Notice of Termination was issued to AT&T/Cingular Wireless.

#### ACTIVITIES/INVOLVEMENT REPORTS

**Gordon:** Council of Governments (COG), Skagit-Island Regional Transportation Policy Organization (RTPO) Technical Advisory Committee (TAC), Washington Public Ports Association (WPPA) and Clinton Community Council (CCC)

**COG:** Washington Filmworks provided a presentation at the recent COG meeting. Sherrye Wyatt of Whidbey and Camano Island Tourism reported that tourism is up 17% and lodging up 37% since 2010 in Island County. The Washington Tourism Alliance received zero funding from the Legislature this year after requesting \$500,000. Gordon noted that other states provide millions of dollars to fund tourism – Oregon allocates \$13 million.

**RTPO-TAC:** Since Skagit County joined Mt. Vernon in forming a Metropolitan Planning Organization, Island County is no longer in an RTPO because it requires a population of 100,000 or more. Instead, they will form an Island Transportation Planning Organization and the County will still receive funding.

**WPPA:** No activity to report.

**CCC:** The Clinton Community Picnic is scheduled for September 13<sup>th</sup>. The CCC is hosting two community meetings with Island County Planning Department regarding changes/updates to the County's Comprehensive Plan.

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

**MRC:** August 4<sup>th</sup> meeting included a presentation from an AmeriCorps environmental educator regarding Sea Star Wasting Disease on the West Coast. On August 13<sup>th</sup> there will be an event at the Port of Everett's Boxcar Park to celebrate the removal of 3,000 derelict nets from Puget Sound. Snohomish and Island County MRCs will hold a joint meeting at Clinton Beach Park on September 16<sup>th</sup>.

**Langley:** Discussed earlier during public comment.

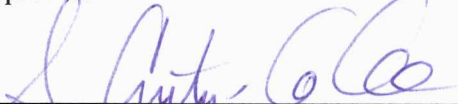
**Ng:** Economic Development Council (EDC): The luncheon was held at the Spoiled Dog Winery. One of the Camano members reported someone was looking for a site to build a boutique hotel of 30-40 rooms. The EDC is working on an entrepreneurial contest at all of Island County's high schools, with the winner linking up to mentors, etc.

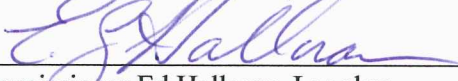
OLD BUSINESS: None.

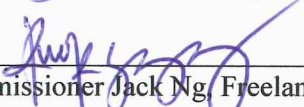
NEW BUSINESS: Gordon announced with sadness that Hal Schlomann (Whidbey Island Farm Tour and Clinton Community Councilmember) passed away.

ADJOURNMENT: The Meeting was adjourned at 8:03 p.m.

Approved:

  
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Commissioner Curt Gordon, Clinton

  
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Commissioner Ed Halloran, Langley

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

Minutes reviewed by:

  
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Angi Mozer, Executive Director

**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.