

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, November 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 October Vouchers in the amount of **\$69,034.71** and Minutes from the Regular Meeting of October 10, and the Special Meetings of September 26, October 18 and October 24, 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

September 2017 Financial Statement

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Dock

Island County Fairgrounds

- Fairgrounds Property Manager Report

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

November 14, 2017

Langley, Washington

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

Port Staff Present: Molly MacLeod-Roberts (Port Clerk), Pat Kisch (Maintenance & Operations Supervisor), Duncan McPhee (Harbormaster), and Roxy Taylor (Fairgrounds Property Manager); **Absent:** Angi Mozer (Executive Director)

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, November 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 October 10 and the Special Meetings of September 26, October 18 and October 24, 2017.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated November 2017 as signed today in the amount of \$69,034.71. The Motion passed unanimously.

PUBLIC COMMENT

Phil Simon of Freeland thanked the Port and Harbormaster Duncan McPhee for the historic signs put in place at the Harbor and especially the sign at Phil Simon Park (named after his grandfather, who donated the land). The Port did an absolutely incredible job. When his family gave the waterfront to the public in the 1970s, their mission was to make sure his grandfather's efforts as a pioneer were memorialized and the ramp he built was maintained, open and used by the public. Simon said, *"What the Port has done since taking over the Harbor has exceeded all the expectations we ever had, and I want to thank you for that. It's an incredible facility and I know it's going to keep going on. And the maintenance of the Park has just been incredible."* Gordon acknowledged the hard work and dedication of the Harbor staff.

Dominique Emerson (Langley City Councilmember) recalled that at the recent joint meeting, the Port and City had discussed the Port applying for funds from the City's tourism dollars. Gordon said Executive Director Angi Mozer plans to do that, but Emerson noted that the City Council discussed those funds today as preparation for finalizing the budget. The next City meeting is November 29th and Emerson encouraged the Port to submit a grant application before then.

Greg Richardson (Island Beach Access) provided an update on the Clinton Beach Universal Accessibility Project. Richardson reported the following six items:

1. The access beach mats were rolled up and stored at the Fairgrounds for the season on October 15th with help from Maintenance & Operations Supervisor Pat Kisch and other volunteers.

2. Many people made use of the mobility mats – not just people in wheelchairs or using walkers, crutches or canes, but also parents with strollers. Richardson spent a lot of time at Clinton Beach over the summer and met many visitors from various places (including Canada) and heard lots of positive comments about the project.
3. The three planned displays should be completed over the winter and ready for the Spring grand opening.
4. There will be an open house/welcome “grand opening” in late May/early June.
5. Island Beach Access would appreciate additional funding in the Port’s maintenance budget for Clinton Beach for any potential modifications.
6. The group plans to continue to pursue other opportunities for similar projects up the Island and would appreciate the Port’s support in those efforts.

On behalf of Island Beach Access, Richardson thanked the Port very much, with “big thanks” to Kisch.

Ryan Pennington of Clinton had concerns and questions regarding the proposed widening of Ferry Dock Road. Gordon explained that it was not a Port project – it is a Washington State Ferries project. After providing some background info on the issue, Gordon said he’d be happy to provide Pennington with the contact info of the project manager.

FINANCIAL UPDATE

September 2017 Financial Statement: The Commission acknowledged receipt of the September 2017 Financial Statement which was distributed to them previously. Port Clerk Molly MacLeod-Roberts reported the ending cash balance at 9/30/17 was \$342,000.

STATUS REPORTS:

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. The Historic Panel Project has reached completion with 10 historic panels on display for Harbor visitors to enjoy. He thanked Langley Main Street Association and Heritage Bank for their financial support of the project, and Bob Waterman for his beautiful photographic restoration and composition of the displays. The Port is registered for the Seattle Boat Show and McPhee, Mozer and Fairgrounds Property Manager Roxy Taylor are working on a marketing tri-fold brochure for the Port and South Whidbey, for distribution at the Show, on board the ferries and at the local Chambers of Commerce, etc. The San Juan Clipper will once again have 2.5 hour lunch stops at the Harbor during its March and April whale watching trips. In March/April 2017, the Clipper brought over 2,000 visitors to Langley. For the upcoming 4 hour holiday visits in December, the Langley Chamber of Commerce has hired the Whidbey/Seatac shuttle to transport Clipper guests up and down Wharf Street, dropping passengers off at 2-3 locations to avoid overcrowding in shops/restaurants. Commercial crabbing was open for the month of October, but closed in November. It is expected to resume in December. McPhee plans to work on the wave wall of D Dock next week.

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. At the **Fairgrounds**, David Schaal (Fairgrounds Maintenance) has successfully made improvements to the Wi-Fi for campers and tenants with the installation of two new repeaters to provide broader bandwidth for the different elevations. Kisch received updated bids for the repair work on the legs of the **Bush Point** floats that include delivery to the site. Marine Floats submitted a bid of \$4,268 and Greenbank Metalworks submitted a bid of \$4,100.

ACTION: A Motion was made by Halloran and seconded by Gordon to accept and award Greenbank Metalworks' bid of \$4,100 for the repair work of the Bush Point floats. The Motion passed unanimously.

The mats at **Clinton Beach** were easily removed; took 6 people just 1 hour to get the mats and hardware loaded on the trailer. The ramp at **Possession** is staying clean and the drainage around the caretakers' house is working. The secondary strap holding up the raised gangway of the **Clinton Dock** failed over the weekend, but the primary is still holding. Kisch contacted Albert Gabelein regarding taking down the William Shelton story pole at the **Fairgrounds**, but Gabelein deferred to Hanson's Building Supply as their equipment would be better suited for something of that length. Since the pole might have to be moved several times once it is down and being worked on, Kisch thought it would be a good idea for him to build a custom trailer for it. Gordon noted that the Port still needs to determine if the pole can be on display while it is being restored. The discussion will be continued at another time.

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. October was busy, culminating with first annual Haunted Fairgrounds Event. Whidbey Children's Theater held their 4th Annual Monster Mash Dance fundraiser in the Pole Building and it was a great success. They plan to return next year. Taylor had lots of meetings with current tenants/renters regarding leases and rental agreements for 2018.

Mukilteo Parking: Gordon said it's still a couple of years away, but the Tulalip Tribes are making headway with the City of Mukilteo. There's a really good chance that the timeline could culminate with the opening of the new multi-modal terminal in late 2019.

Clinton Dock: The repair project was awarded to Combined Construction during the Special Meeting of October 24th. The company has provided all the required paperwork; once the Port has signed the agreement the construction dates will be set.

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: The COG had a report from Skagit Valley College that was very well done, providing great statistics on workforce-related jobs rather than just degree-related jobs. It was very impressive.

IRTPO: Still laying out programs for next year. The City of Langley is "getting its wish list fulfilled" as grant funds are readily available for road work – particularly street overlays, because they are ready to go.

WPPA: All three Port Commissioners will attend the WPPA Annual Meeting in downtown Seattle November 15-17.

CCC: The CCC was interested to hear about the overlay project from the ferry dock to Bob Galbreath – they hoped to get center islands/crosswalks done simultaneously. The CCC sent a memo to State Representative Norma Smith and State Senator Barbara Bailey to support it. However, Todd Carlson (Washington State Department of Transportation) attended the IRTPO meeting and reported that the project had been pulled.

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

MRC: Halloran attended the first day of the Northwest Straits Initiative on November 3rd. The event was well attended by representatives from all 7 MRC areas and featured great topics and workshops with excellent presentations. He reiterated that the MRC is always looking for volunteers for several diverse activities.

Langley: Representatives from the Town of Coupeville provided an excellent presentation on emergency preparedness. Coupeville's planning with neighborhood teams, etc. is very polished.

Joint Parks Committee: No meeting held.


Ng: Island County Economic Development Council (EDC), Port Promotion & Marketing Committee (P&M), and Freeland Water & Sewer District (FWSD): Absent; no reports.

OLD BUSINESS: There was none.

NEW BUSINESS: The Public Hearing on the 2018 Budget will be held Tuesday, November 28th at 6:00 p.m. at the Port office conference room. A Special Meeting will be held immediately following the close of the Hearing, during which the Board may approve the Final 2018 Budget.

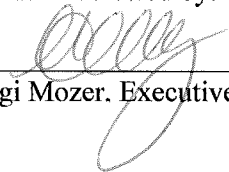
ADJOURNMENT: The Meeting was adjourned at 7:28 p.m.

Approved:



Commissioner Curt Gordon, Clinton

Minutes reviewed by:



Angi Mozer, Executive Director

ABSENT

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.