

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

Held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, February 13, 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 February Vouchers in the amount of **\$117,024.72** and Minutes from the Regular Meeting of January 9 and Special Meeting of January 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

December 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

Fairgrounds

- Property Improvements/Renovations
 - Resolution No. 18-01 to Issue Bonds, and Bond Purchase Agreement
- Fairgrounds Property Manager Report

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

February 13, 2018

Langley, Washington

Commissioners Present: Jack Ng (Freeland), Curt Gordon (Clinton) 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, February 13, 2018, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton Rd., Langley, 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 January 9 and the Special Meeting of January 24, 2018.

ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2018 as signed today in the amount of \$117,024.72. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

December 2017 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the December 2017 Financial Statement which was distributed to them previously. Executive Director Angi Mozer reported the Port received \$26,000 in tax, operating and grant revenue and incurred \$47,000 in operating and capital expenses during December 2017. Ending cash balance at 12/31/17 was \$419,000. Mozer also provided additional year-end reports that summarize the finances for 2017 as well as the predicted cash flow worksheet.

Regular Meeting Location: As discussed at previous meetings, the Port needs to find a new permanent location for the Port's regular meetings. Because the Port considers the Applications for Funds at the regular March meeting, that meeting is very well attended and a larger space is needed. Mozer has reserved Grigware Hall at Trinity Lutheran Church in Freeland for the March 13th meeting. For the April meeting and beyond, she has reserved the Freeland Library. The only issue with that location is that the library includes 15 minutes before and after a group's meeting to allow for set up and clean up. There is a group whose meeting ends at 6:00 p.m., so the Port might not be able to get in and set up until 6:15 p.m. which is when the Port's Workshop session usually begins. After a brief discussion, the Commission agreed to hold the April 10th meeting at the Freeland Library and then decide which space is best suited for the Port.

Application for Funds: Gordon said that the Application for Funds needs to clearly indicate that requests must have a direct connection to economic development/benefit and he will help draft that description. Ng suggested the Port could advertise the process. After a brief discussion, the Commission agreed to postpone making changes to the Application or advertising until next year. For now, Mozer said she would prepare an email that provides additional clarification to this year's applicants.

Personnel Handbook: Mozer reported that she is working on creating a handbook to establish personnel policies for the Port. She provided a draft Personnel Policy that defines the types of Port employees, and includes policy on Overtime and Comp Time as well as Personal Leave and asked the Commission to review it and send her their comments. She plans to add policies for all other types of leave and for other benefits in the immediate future. After that, she hopes to focus on Standards of Conduct, a Travel Policy and performance evaluations.

STATUS REPORTS:

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. The Seattle Boat Show experience was very positive, providing the Port with a lot of contact with past, present & hopefully future guests. It was especially helpful to speak with boaters who visited years ago but weren't up to date with how current Harbor operation philosophies differ from the past. The exposure also provided him with a lot of additional advertising ideas and ways to market the Harbor as a midweek stop on the way to the San Juan Islands or South Puget Sound. The trifold brochure that they handed out highlighted all aspects of the Port, including the Fairgrounds, Humphrey Road Parking Lot and other facilities. The booth was also stocked with brochures from Clinton, Langley & Freeland Chambers of Commerce. Phil Simon and Leanne Finlay helped McPhee and Assistant Harbormaster Patrick Boin staff the booth.

Halloran noted that at the City of Langley's last meeting the Council spent a great deal of time discussion tourism funding. He suggested that McPhee could provide a 5-minute presentation on the Harbor's efforts to promote visits to Langley at the next Council meeting. Councilmember Dominique Emerson said she would get him on the Agenda.

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. The floats, pier and walkway at **Clinton Beach** were pressure washed and it's a nice visual improvement. Whidbey Telecom had a two-day underground project in the Clinton Beach Park. The floats at **Bush Point** are raised and cribbed up in preparation of removing the legs for repairs. At **Possession Beach** the backhoe required repair and replacement of the hydraulic hoses and the second rear tire (the first was replaced in December).

Kisch presented his proposal to purchase two TORO Time Cutter 42" Zero Turn Mowers at a cost of \$3,099 plus tax. Home Depot provides free shipping & delivery. Having a pair of mowers would allow him to rotate use and prolong the lifecycles. He plans to keep one on site at the Fairgrounds and the other at Possession, and would trailer whichever one is available to the other facilities as needed. Mozer noted that the 2018 budget includes a line item of \$8,000 for Riding Mower.

ACTION: A Motion was made by Gordon and seconded by Halloran to authorize the purchase of two lawn mowers as proposed. The Motion passed unanimously.

Mukilteo Parking: On February 2nd, Mozer submitted supporting documentation for funding requests to several Washington State legislators. On the Senate and House side, the Port submitted a Capital Budget

request of \$125,000 for design & permitting for parking on the Tulalip Tribes' tank farm property. The packets included conceptual images, the Mukilteo parking study excerpts that stated there is a 500-car need for parking currently, and letters of support from several elected officials, including the City of Mukilteo's mayor and a councilmember.

Gordon explained that he and Ng had travelled to Olympia for "Port Day" on January 23rd and they were accompanied by Brian Carroll (Director of Office of Budget and Financial Management, Tulalip Tribes) and another very well-respected tribal member. The four of them sat down with 3 state senators and 3 state representatives and received lots of positive feedback on the project. Mozer sent out requests for additional letters of support the next day and by last Friday she had received letters from Island County Commissioners Helen Price Johnson & Jill Johnson, Island Transit Executive Director Mike Nortier, City of Langley Mayor Tim Callison, and others that she forwarded on to the legislators to meet their deadline.

Gordon explained that the Port needs the money now for the transportation study in order to include it in the application for the Washington State Department of Transportation's Rural Mobility Grant Program for the project. Ng and Gordon agreed it was very helpful to have the members of the Tulalip Tribes with them on Port Day.

Clinton Dock: Mozer reported that the Clinton Dock is closed again. The repairs that were completed last month totally failed. She immediately called the engineer. After a site visit, the engineer reviewed it and provided some short-term solutions. There are urgent, immediate-term actions that need to happen and Mozer is now chasing down with the construction contractor. Basically, the docks need to be separated again as they are sort of "half-hinged" together right now. Included in the vouchers approved earlier in the meeting was an invoice from the contractor. Mozer did not authorize full payment of that invoice but instead withheld a portion of the contract value until the Port can determine the reason for the failure of the repair and a solution. She will do the same for the engineer. Late last night, the engineer provided second, longer term solution but Mozer hasn't had a chance to review it yet.

Fairgrounds

- Property Improvements/Renovations: Mozer reported that The Driftmier Architects continue to work "a million miles a minute" on the Coffman building and Black Box Theatre projects. They recently learned that the water pressure at the Coffman building is not sufficient to supply water for a commercial kitchen, so a booster pump will be installed in between the building and the water main to achieve the needed water pressure.
- Resolution No. 18-01 to Issue Bonds, and Bond Purchase Agreement: Those final documents are ready for Commission approval. Mozer read aloud the first page of Resolution No. 18-01, authorizing the issuance of Limited Tax General Obligation Bonds (LTGO) to construct, improve and equip Port facilities and to pay costs of issuance for the bonds. The LTGO Bonds 2018A in the aggregate principal amount of \$475,000 are tax-exempt with interest rate of 3.5% and the LTGO Bonds 2018B in the aggregate principal amount of \$475,000 are taxable with an interest rate of 4.23%. The aggregate interest rate is 3.78%.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve Resolution No. 18-01 authorizing the issuance of LTGO Bonds 2018A (tax-exempt) in the aggregate principal amount of \$475,000 and LTGO 2018B (taxable) in the amount of \$475,000 and authorize Executive Director Angi Mozer to accept and sign the Bond Purchase Contract. The Motion passed unanimously.

- 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. On Saturday, March 17th, 4-H Four Seasons Goat Club and 4-H Kool Kritters Cat/Rabbit/Cavy Club will hold events at the Fairgrounds.

South Whidbey Parks & Recreation has moved its popular Daddy/Daughter Dance to the Pole Building this year. That event takes place March 3rd. Taylor met with Kenesha Lewin at the South Whidbey Community Center (formerly Langley Middle School). They discussed rental spaces and prices and explored how the Port and the SWCC can work together as landlords and neighbors in a way that would be mutually beneficial.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: At the January COG meeting, Langley Mayor Tim Callison was elected as Chair. Langley Director of Community Planning Brigid Reynolds provided an excellent presentation on “Tiny Homes.” Mozer and Gordon presented an update on the near-term and future financing of the Fairgrounds.

IRTPO: The group is still figuring out how to restructure the organization so they can allocate the funding each year. Gordon explained that the City of Langley is really benefitting this year because it had shovel-ready projects. The repainting of the Deception Pass Bridge is also funded and includes about \$200,000 to x-ray the structure as well.

WPPA: As previously discussed,

CCC: While in Olympia, Gordon asked both State Senator Barbara Bailey and State Representative Dave Hayes if they could get the sidewalk and the drainage fixed leading to the area of the \$3 million “kiss and ride” project. The CCC contacted the project engineer (Lei Lu) who agreed to forward the pictures of the area up to the next level at Washington State Department of Transportation. Gordon noted that Lu would also like to match the project’s shelter to that of the Port’s building at Clinton Beach and Mozer agreed to forward those plans to him.

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

MRC: The MRC held a very successful meeting on Camano Island, which included an excellent presentation by Marta Green of San Juan County’s MRC on Oil Spill Consequence Near-Term Action particularly related to freighters in Puget Sound.

Langley: Most of the discussion at the February 5th meeting was centered on tourism. City Councilmember Dominique Emerson explained that the Council has agreed on the need to develop criteria and beef up the application requirements and expectations for the City’s tourism grants. Halloran reported that Callison had asked about the status of the property swap for the small strip of property at the Fairgrounds (under the goat barn) that actually belongs to the City. Mozer said she needs to provide a value for the property so the Port can purchase it; it’s a little challenging to come up with a value for that unique little piece.

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: The EDC discussed potential changes to the bylaws at the January 18th meeting. The national search for a new Executive Director has resulted in 38 applicants for the \$65,000/year position, including 4 in Washington State.

WPPA: Ng reiterated that Port Day in Olympia was well worth attending.

P&M: The Port’s tri-fold brochures look great and will be distributed throughout South Whidbey and eventually on the ferries as well.

FWSD: No report.

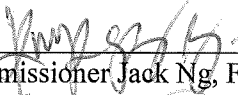
OLD BUSINESS: There was none.

NEW BUSINESS: Gordon requested that the Port hold a Special Meeting in order to discuss the draft Memorandum of Understanding with the Tulalip Tribes for the proposed tank farm parking area. The Commission agreed to schedule a Special Meeting for Friday, February 16th at 10:30 a.m. in the Port office conference room.

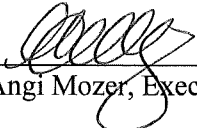
ADJOURNMENT: The Meeting was adjourned at 8:00 p.m.

Approved:

Minutes reviewed by:



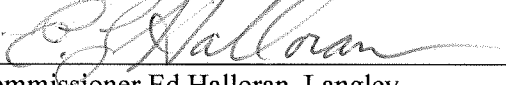
Commissioner Jack Ng, Freeland



Angi Mozer, Executive Director



Commissioner Curt Gordon, Clinton



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.