

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, August 14, 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 August Vouchers in the amount of **\$103,539.78** and Minutes from the Regular Meeting of July 10, Public Hearing of July 10, and Special Meetings of June 19, June 25, June 28, July 9, July 20, July 31 and August 7, 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

- **June 2018 Financial Statement and Executive Director Report**
- **Purchase of Port Vehicle**

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

Clinton Dock

Fairgrounds

- Fairgrounds Advisory Committee Report
- Fairgrounds Director Report
- 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
August 14, 2018
Freeland, Washington

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

Port Staff Present: Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster) and Larry Lehtonen (Fairgrounds Director) **Absent:** 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, August 14, 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 July 10, the Public Hearing of July 10, and the Special Meetings of June 19, June 25, June 28, July 9, July 20, July 31 and August 7, 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 August 2018 as signed today in the amount of \$103,539.78. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

June 2018 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the June 2018 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$45,000 in tax, operating and bond revenue and incurred \$137,000 in operating and capital expenses during June 2018. Ending cash balance at 6/30/18 was \$1,330,000, consisting of \$909,000 in the Bond Fund and \$421,000 in the General Fund. He also provided his updated cash flow projections through the end of 2019 and a tracking summary of the bond fund.

Reeves will provide the Port's presentation for the grant application for the Fairgrounds Campground to the Recreation & Conservation Office (RCO) in Olympia on Thursday, August 16th. After getting very helpful insight by meeting with Doug Coutts (Executive Director of South Whidbey Parks & Rec) and speaking with the RCO Grants Manager, he revamped that presentation to improve the Port's chances of success.

Purchase of Port Vehicle: Washington State Department of Enterprises (DES) has provided a quote of \$33,902 for a new pickup truck. The 2018 budgeted amount for the purchase is \$33,000 and the Port has

used \$300 of that budget for the transfer of the Ford Ranger earlier this year. Reeves asked the Commission to authorize him to remit a Purchase Order Letter to DES for the not-to-exceed amount of \$34,000.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the purchase of the Port vehicle and authorize Executive Director Stan Reeves to handle all aspects of the transaction. The Motion passed unanimously.

STATUS REPORTS:

Port Operations

- **Maintenance & Operations Supervisor Report:** Pat Kisch was absent due to illness, so Reeves briefly summarized the monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Beach Waterfront Park and the Fairgrounds. He noted the Addendum which explained that the control box of the rented 40' lift was damaged when a tree limb that Kisch had cut fell on it. The Port has been charged \$1,045.19 for that repair. Gordon suggested contacting Enduris (the Port's insurer) to find out if it is currently covered or could be in the future.

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. He said reservations are up with strong bookings through Labor Day. The Harbor has initiated a portable point of sale on the docks and received very positive feedback from guests. The Harbor's golf cart was delivered and immediately put into use. It will run Thursday-Monday from 11 am – 7 pm during the summer months, and midweek as needed for boaters. Plans for DockStock are set with the event starting Friday night, August 17th. There will not be a beer garden this year; McPhee was unable to obtain someone to operate it. He's looking into running it "in house" next year. He's also investigating the possibility of providing mooring buoys outside of the Harbor. Gordon would like to see the Port Management Agreement expanded to include that area and asked McPhee and Reeves to contact the Department of Natural Resources (DNR) to look into it and provide a report next month.

Mukilteo Parking: Reeves submitted a corrected Regional Mobility Grant application last Friday that provided additional data and clarification. It is currently being evaluated by the Department of Transportation. Gordon asked Reeves to find out which legislative committee approves those grants so the Port can seek support. The Port Attorney sent a redrafted version of the Memorandum of Understanding (MOU) between the Port and the Tulalip Tribes for the parking project today; hopefully the Tribes will find it amenable.

Clinton Dock: Gordon noted that the Port has withheld a payment to the engineering firm pending an explanation as to why the repair failed. He will go over the entire project with Reeves and they will make a recommendation to the Commission.

Fairgrounds

- **Fairgrounds Advisory Committee (FAC) Report:** FAC Chair Gary Gabelein was on hand to answer any questions regarding the Committee's recent meeting minutes and discussions. Because of the Labor Day holiday, the monthly meeting will be held one week earlier this month – on August 24th.

- **Fairgrounds Director Report:** Larry Lehtonen presented his monthly report. Whidbey Telecom has submitted two WiFi install/service quotes: 1) Phased – 36-month contract for 100 MBPS WiFi service with guaranteed coverage in Pole, Turner, Burrier, Port Fairgrounds office and camping area in front of the office. Monthly service cost estimate: \$250 increase from existing. 2) Full – 36-month contract for 100 MBPS WiFi service with guaranteed coverage of the entire Fairgrounds. Monthly service cost

estimate \$450 increase from existing. Lehtonen is going through the review/approval cycle to start the Phased approach ASAP. The Full quote is expensive but Whidbey Telecom agreed that if the Port digs the trenches, they'll lay the pipe for free so he'd like to work on that aspect before he commits. Gordon said it was a good idea, and reiterated that the Port should get a civil engineer on board as soon as possible to help coordinate and plan all the projects. Lehtonen noted that Puget Sound Energy will be conducting an energy evaluation on the Fairgrounds and the representative said they have maps they will give to the Port. Reeves started work on the Request For Qualifications (RFQ) for the civil engineer; Gordon agreed to help define the scope of work which would be Port-wide rather than project-specific. Lehtonen is working on updating and revising tenant and event rental agreements; Gordon encouraged him to contact Enduris (the Port's insurer) - they offer free legal reviews of contracts/agreements.

After a brief discussion regarding the water flow issues subsequent to the County's installation of the backflow preventer, the Commission agreed that Reeves and Lehtonen should contact the mechanical engineer used by Driftmier Architects to help solve the problem, as well as the civil engineer (when hired).

The Rotary Club of Whidbey Westside's Black Tie/Blue Jeans event on August 9th in the Pole Building was very successful. Marketing & Events Coordinator Kristi O'Donnell is working with Lehtonen on updating and revising all of the Fairgrounds agreements. There is a lot of interest in renting the kitchen, and five new tenants signed rental agreements last week.

- **Property Improvements/Renovations:** Working with Reeves, Lehtonen is starting to put on paper the "master plan" for the Fairgrounds funding, prioritizing the list of projects and estimated timelines, etc. Once that draft is completed, they will bring it to the Commission.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Kristen Griffen (Reserve Manager, Ebey's Landing) provided a presentation on the group's activities and funding.

IRTPO: The organization is still ranking projects.

CCC: Did not attend; no report.

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

Langley: The City approved permits for the previously mentioned Rotary event as well as Django Jam at the Fairgrounds in September. Verna Everett was introduced as the new Executive Director of Whidbey Island Center of the Arts (WICA). Public Hearings will be scheduled on the 2019-2024 Transportation Improvement Plan (TIP). The Council discussed the moratorium on short-term rentals (Airbnb, VRBO, etc.). Gordon noted that Coupeville has also stopped accepting applications in order to get some regulations in place, etc. Langley Mayor Tim Callison reviewed the City's accomplishments in the last year. The Langley Chamber of Commerce is excited about holding a Fall Festival at the Fairgrounds in 2019.

Joint Parks Committee: No meeting held.

MRC: The August 7th meeting was held at the multi-purpose center on the south end of Camano Island. Dan van Hees (Ecosystem Coordinator, Northwest Straits Commission) provided a very interesting "Actions to Impacts" presentation. The MRC reviewed Florian Graner's latest project which is an excellent public relations film for tourism. Work continues on the list of restoration projects. The MRC Conference will be held November 16-17 at the Fort Worden Conference Center in Port Townsend.

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 (Port Special Meeting held same day)

WPPA: All three Commissioners attended the Commissioners' Seminar in Cle Elum July 23-24. Ng said it was very informative. They learned a lot about marketing/branding of the Port, how to build relationships with the tribes, and information on the Public Records Act.

P&M: Next meeting to be held in September.

FWSD: No report.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:54 p.m.


Approved:



Commissioner Jack Ng, Freeland

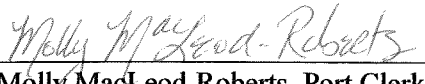


Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

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.