

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, October 9, 2018 at 6:30 p.m.

AGENDA

WORKSHOP (6:00 – 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 **\$82,247.36** and Minutes from the Regular Meeting of September 11 and the Special Meetings of September 18, 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

- **August 2018 Financial Statement and Executive Director Report**
- **Approval of Preliminary 2019 Budget for publication**

STATUS REPORTS

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

Mukilteo Parking

- Memorandum of Understanding (MOU) with Tulalip Tribes

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
October 9, 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/Accountant), Duncan McPhee (Harbormaster), Pat Kisch (Maintenance & Operations Supervisor) and Larry Lehtonen (Fairgrounds 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, October 9, 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 September 11 and the Special Meeting of September 18, 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 October 2018 as signed today in the amount of \$82,247.36. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

August 2018 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the August 2018 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$61,000 in tax, operating and bond revenue and incurred \$108,000 in operating and capital expenses during August 2018. Ending cash balance at 8/31/18 was \$1,243,000, consisting of \$816,000 in the Bond Fund and \$427,000 in the General Fund. He also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for September 2018, and a tracking summary of the bond fund.

Halloran asked if there was any update on the Black Box Theater project. Reeves said work has not begun – the Port is waiting on The Roth Company to schedule it. The window for construction is closed from October 15 through November 17, so it might have to wait until after November 17. Gordon reiterated the importance of getting the work done as it is a safety issue.

Approval of 2019 Preliminary Budget for Publication: Gordon said Reeves did a phenomenal job on the budget.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the 2019 Preliminary Budget for publication in advance of the Public Hearing on the 2019 Budget which will take place on November 13th [subsequently rescheduled to November 27th due to the lack of a quorum]. The Motion passed unanimously.

STATUS REPORTS:

South Whidbey Harbor

• Harbormaster Operations & Harbormaster Report: Harbormaster Duncan McPhee was on hand to present his monthly report. McPhee proposed the following changes to the Harbor's Rules & Regulations:

- II. GENERAL USER REGULATIONS, L. Crabbing and Fishing, 4. Crabbing is allowed on "D" and "E" Docks according to the following: ~~d. — Spaces will be awarded on a first come first served basis. Each person, upon providing required information to the Harbormaster or Harbor Staff, will be provided a space and will be given a tag for their gear so it can be identified. Each space will have a small waste receptacle located at their space so that they may easily keep their area clean.~~

Reason for change: Obsolete; no longer practiced.

- III. BOAT OWNER/OPERATOR REGULATIONS, A. Agreement and Rates, 4. All Long-Term Moorage fees and other charges owed shall be paid by the FIRST day of the month for which they are billed, whether invoiced or not. **Payments shall be considered late if not received by the 10th day of the month and will accrue late fees as set forth in the moorage agreement.**

Reason for change: Additional language requested by Port Clerk/Accountant to align with accounting procedures in place as outlined in the moorage agreements.

- III. BOAT OWNER/OPERATOR REGULATIONS, E. Long-Term Moorage, 3. Annual Moorage, **d. Anyone on the waiting list who declines an annual lease when presented with the opportunity will be removed from the list, and may resubmit a wait list request that will be added to the end of the waiting list.**

Reason for change: Additional language to keep waiting list current and fair.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the changes to the Harbor's Rules & Regulations as presented. The Motion passed unanimously.

The Harbor is doing well post-Labor Day, with the outer docks filling up regularly. There will be two yacht club visits in October, one in November and a small group plans to visit for New Year's Eve. The Clipper will return for Christmas-themed weekend visits in December and might add Fridays to the schedule as well. McPhee is looking into a rate structure for commercial passenger vessels and others that utilize the Port's golf cart shuttle service. Harbor staff has developed a list and schedule for the off-season repairs and projects. In-house testing for Pacific Sand Lance presence prior to boat ramp cleanings will resume in mid-October through February. Gordon encouraged McPhee to ask the City of Langley for funding to cover the costs of operating the Port's golf cart shuttle for special events and commercial passenger vessel visits like the Clipper.

Rate Changes: Reeves reported his approval of the proposed rate increases submitted by McPhee for the South Whidbey Harbor transient moorage rates, by Larry Lehtonen (Fairgrounds Director) for the facility rental and use rates at the Fairgrounds, and by Pat Kisch (Maintenance & Operations Supervisor) for the daily and permit parking rates at the Humphrey Road Lot. The new rates for the South Whidbey Harbor and Humphrey Road Parking Lot will be effective as of January 1, 2019 and the new rates for the Fairgrounds will be effective November 1, 2018. The Commission acknowledged the increases as presented.

Port Operations

• Maintenance & Operations Supervisor Report: Kisch presented 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 Possession, there was some soil settlement

after the drainage work done last year so Kisch purchased a load of topsoil and used it to fill in the low points in the yard and then re-seeded the area. He removed and replaced the power supply back-up batteries for the cameras at the Harbor, Bush Pt, and Possession. At Clinton Dock, Greenbank Metalworks welded on the piling roller frame that was badly cracked and removed the steel plate from the shore-side piling frame, giving Kisch access to 3 bolt holes in the center beam. If he can get those 3 bolts in place, it will help support that roller. The boarding ramp floats were removed for the season at Possession yesterday (October 8) and will be removed from Bush Pt tomorrow (October 10). The ADA mats at Clinton Beach will be removed October 15 and stored at the Fairgrounds until mid-May. It appears there is an underground water leak somewhere between the pump and the house at Bush Pt, and Kisch believes the water line is beneath the deck and a concrete slab. The Port might have a water share in the Bush Pt Resort Water System and he will look into that as an alternative.

Mukilteo Parking: Reeves reached out to the Port of Everett's Interim Executive Director but has not heard back yet. However, the Port attorney's recent bill indicates that he sent the Memorandum of Understanding to the Port of Everett, so Reeves will contact the attorney tomorrow to get an update. Reeves was finally able to connect with the Port's contact for the Department of Commerce (DOC) grant. She claimed the DOC would also need a detailed budget for the entire \$2.5 million project – not just for the \$500,000 grant awarded for engineering, design, traffic mitigation & permitting). She also stated the Port would have to submit a letter from the Department of Transportation for the Regional Mobility Grant that states the Port is getting an award before she will even accept the Port's application. Those letters are not slated to be sent out to recipients until April-June 2019. Gordon wondered if the DOC contact is confused; the \$500,000 is to get the engineering and permitting going for the project – it is NOT dependent on or tied to the Regional Mobility Grant. Gordon and Reeves will call the DOC contact together to clarify things.

Last Friday, Gordon met with the City of Mukilteo's attorney, Mukilteo's Interim Planning Director, the Tulalip Tribes' attorney and Brian Carroll (Tribes Director of Budget & Financial Management). Previously, Washington State Ferries (WSF) Director Amy Scarton promised to rank all the Regional Mobility Grant projects based on how they will benefit the WSF system. Carroll would like to have that ranking in writing. Reeves and Gordon will meet to discuss and follow up on the issues.

Clinton Dock: Reeves is still waiting for Moffatt & Nichol to provide the revised explanation for what happened. In the meantime, the Dock is open.

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: Tomorrow, Reeves will provide the FAC with the current rate schedule and the new increased rates, the date and time of the public hearing on the Port's 2019 budget, the Preliminary 2019 budget and the December 2017 Financial Statement. The FAC will then be able to review all those documents in advance of the next FAC meeting at the end of the month.
- Fairgrounds Director Report: Larry Lehtonen presented his monthly report. He thanked Patricia Guthrie for her recent article on the Fairgrounds in the South Whidbey Record. The DjangoFest Camping and Djamming event at the Fairgrounds was a great success with lots of positive feedback. In the last month, emergency electrical repair over the horse barns was completed and the tree that caused the problem was removed. Reeves and Lehtonen are currently reviewing and making copies as needed of all the Fairgrounds documentation recently provided by Island County. Whidbey Telecom completed installation for the phased approach to WiFi service on the property. There is now a robust, meshed WiFi system that covers the entire Fairgrounds and all buildings from the horse arena to the midway.
- Property Improvements/Renovations: Reeves, Lehtonen and representative(s) from Goosefoot will meet with The Driftmier Architects on October 23rd to finalize the Coffman Building design so the Port

can submit building permits, etc. Once Coffman is rolling and the Port has an engineer on board, the engineer can look at 3-phase power and integrate that with the storm water and water pressure issues, etc. The Port received 4 Statement of Qualifications from engineering firms. Halloran asked Reeves for his opinion as to which firm could best serve all the engineering needs. Reeves said the Evergreen firm in Eugene, Oregon was the most “single-track” followed by Pacific Stormwater in Seattle, then Harmsen & Associates, with Davido Consulting having the widest breadth of the four in engineering skill sets and professionals on board that could provide a wider variety of services than the other three. Reeves noted that the way the Request For Qualifications (RFQ) is structured, the Port is not guaranteeing a dollar amount to anyone. The Port will enter into a contract after negotiating some rates with a firm that would be “on call” for 12 months and that could be extended up to 3 years. Furthermore, the RFQ allows the Port to select one firm or more than one firm.

ACTIVITIES/INVOLVEMENT REPORTS

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

COG: Island County Deputy Emergency Management Director Eric Brooks provided a great presentation on emergency preparedness. Halloran said he would like to present the City of Langley’s work to date on emergency preparedness during one of the Port’s meetings. It’s going to require the involvement of Port staff as leads, and purchasing/supplying equipment (crank radios, etc.). At the COG meeting, Brooks provided various pamphlets and a list of emergency preparedness courses available.

IRTPO: The group continues to work on long-range planning and keeping Island County eligible for federal and state funds.

CCC: The CCC held a Candidate Forum at the Clinton Community Hall on September 24th. They managed to get all of the candidates to participate and the Hall was packed. Gordon reiterated that the CCC is doing a very good job.

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

Langley: The October 1st meeting was fairly short; two councilmembers and the mayor were absent. The Luau at Seawall Park went well, with the exception of one property owner objecting to the portable toilets that were placed there for the event. The City’s Police Policy process is almost complete, and the draft budgets are done and being reviewed now. At the next Council meeting, the City will consider a letter in support of Initiative 1631 (carbon emissions fee measure).

Joint Parks Committee: No meeting held.

MRC: The October 2nd meeting included a great presentation and year-end wrap-up of the Guillemot Pigeon study. The residents who were critical of the Hidden Beach study have been educated on the process and the terms used and 3 of those individuals attended the meeting and are more in sync with the MRC now. The next MRC meeting is on Camano Island.

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: Ng did not receive the email so he missed the meeting. He subsequently called the EDC Executive Director to get an update. They hope to contact those members who didn’t receive a membership bill this year and ask them to contribute. The EDC receives \$75K from Island County per year; they are working on applying to get up to \$125K from the County and \$10K from the City of Langley.

WPPA: All three Commissioners and Reeves will attend the Small Ports Seminar in Leavenworth October 18-19, 2018.

P&M: No meeting held.

FWSD: No report.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:41 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.