

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**(Adjourned\*) REGULAR MEETING**  
Held at Port Office Conference Room, 1801 Scott Rd, Freeland WA 98249  
Friday, February 15, 2019 at 3:00 p.m.

**AGENDA**

WORKSHOP (2:45 – 3:00 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 **\$68,861.33** and Minutes from the Regular Meeting of January 8, 2019.

**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 2018 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**

- 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, Washington Public Ports Association (WPPA) and Joint Parks Committee

**Ng:** Economic Development Council (EDC) and Port-wide Marketing & Promotion Committee (M&P)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

*\*The Regular Meeting of February 12, 2019, was adjourned due to severely inclement weather*

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
Minutes of the Regular Meeting  
February 15, 2019 (adjourned from February 12 due to inclement weather)  
Freeland, Washington

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

**Port Staff Present:** Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Larry Lehtonen (Fairgrounds Director) and Duncan McPhee (Harbormaster)

**Absent:** Pat Kisch (Maintenance & Operations Supervisor)

**MEETING CALL TO ORDER:** Following a Workshop from 2:45 p.m. to 3:00 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 Friday, February 15, 2019\*, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. Commissioner Ed Halloran (Vice President) called the Regular Meeting to order at 3:00 p.m., followed by the Pledge of Allegiance. (*\*adjourned from February 12, 2019, due to inclement weather*)

**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 8, 2018.

**ACTION:** A Motion was made by Halloran and seconded by Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated February 2019 as signed today in the amount of \$68,861.33. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

**FINANCIAL UPDATE**

**December 2018 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the December 2018 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$40,000 in tax, operating and bond revenue and incurred \$179,000 in operating and capital expenses during December 2018. Ending cash balance at 12/31/18 was \$1,228,000 consisting of \$779,000 in the Bond Fund and \$449,000 in the General Fund. Reeves had also provided his updated cash flow projections through the end of 2018 and the end of 2019, a preliminary Profit & Loss for January 2019, and a tracking summary of the bond fund. He noted that the beginning balance in 2019 was approximately \$40,000 higher due to the timing of the completion of the Fairgrounds' Black Box Theater project, which resulted in the contractor's invoice due in 2019 rather than in 2018 as originally budgeted. Reeves reported the project is 95% complete; payment of the contractor's invoice for \$37,042.11 (total cost minus 10% retainage) is included in this month's vouchers. Halloran noted that both revenues and expenditures were higher than budgeted at the Fairgrounds. Reeves explained that the revenues were largely due to higher than expected use of the campground. For expenditures, the 2018 budget included a Property Manager salary. The Port then created the Fairgrounds Director and Marketing & Events Coordinator positions and the total for those two positions exceeded that of the Property Manager.

**Mukilteo Parking:** Both the Memorandum of Understanding (MOU) with the Tulalip Tribes and the Interdistrict Agreement with the Port of Everett have been fully executed. Reeves completed and

submitted the grant pre-contract application to the Department of Commerce at the end of January; the Port can expect a grant contract by the end of February for Board approval. Currently, the Port can apply for reimbursement of \$25,000 in back expenses as soon as the contract is in place. The Port's Engineer (Davido Consulting Group/DCG) has contracted with Transportation Engineering Northwest (TENW) for the traffic study. All of the data gathering was completed the last week of January. A meeting is scheduled for February 20<sup>th</sup> with representatives from the Port, DCG, TENW and the City of Mukilteo to discuss the initial data collection and next steps, including the possibility of expanding the scope of the traffic study. Reeves noted that the Washington State Department of Transportation wants to use all the data collected for their own purposes as well. The Port has the funding for studies and the design; once those are done, the Port will have a better idea as to the actual cost for construction and will then reapply for the Regional Mobility Grant.

**Fairgrounds:** Now that the Rural County Economic Development Funds grant agreement has been approved, Reeves plans to submit for the first reimbursement from Island County in early March, and quarterly thereafter. Halloran asked about the sequencing for the projects (drainage, 3-phase power and Coffman Building renovations). DCG is working on the existing drainage right now to get a baseline; then the Port will sit down with the City of Langley on what is required, etc. For 3-phase power and the Coffman Kitchen, the Port now has the MEP (Mechanical/Engineering/Plumbing) check-set drawings. The Driftmier Architects should have the architectural and structural drawings to the Port by the end of the next week. The Commission will then be able to review those during a Work Session tentatively scheduled for February 26<sup>th</sup>. Once reviewed, the goal is to have Driftmier submit to the City of Langley in early March for permitting. Reeves hope to go out to bid in May and have work start right after the Fair. Halloran asked if any of the drainage or 3-phase power projects affect the redo of the arena. Fairgrounds Director Larry Lehtonen said the water drainage in the arena impacts the renovation. The intent right now is to just do low cost/minor improvements to the arena footing. The Port does not want to do any extensive renovations to the arena would adversely impact future drainage plans or would need to be completely redone in the event of drainage work.

#### STATUS REPORTS:

##### **South Whidbey Harbor**

**Harbormaster Operations & Harbormaster Report:** Harbormaster Duncan McPhee was on hand to present his monthly report. The Harbor weathered the two recent snow events with no major issues. Staff cleared much of the snow from the first round before the second round hit, which helped. Since the facility would not be staffed, they took several precautions including locking the bathrooms and posting an explanation for doing so, placed caution tape at the entrance to the Wharf with another sign explaining the need for caution due to uneven surface and tripping hazards, etc., emailed tenants with a list of precautions if they did go to the Harbor, etc. He and Assistant Harbormaster Patrick Boin are making good progress on their off-season maintenance & repair list. McPhee said they'll looking forward to the arrival of the Mystic Sea whale watching vessel in early March through April, as well as the 13 scheduled San Juan Clipper visits. He hopes to find a volunteer base to help with shuttling visitors up to town with the Port's golf cart. He's in contact with Joanna Weeks at the Fairgrounds regarding a cooperative effort to market both facilities. McPhee hopes to have additional discussions with the South Whidbey Community Center regarding the possibility of the Center filling the need for shower facilities for South Whidbey residents.

##### **Port Operations**

- **Maintenance & Operations Supervisor Report:** Reeves presented Maintenance & Operations Supervisor Pat Kisch's 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 Ford Ranger pickup truck is now at the Fairgrounds and will be used to run errands and haul trash to the dumpster. The 2019 Ford F-250 pickup truck with the new canopy and tilt-deck trailer is working

very well; it's already been used to pull out two vehicles that were stuck on the boat ramps. The Port is working with Washington State Ferries and Washington State Department of Transportation to provide a cell phone waiting area (10 spaces) in the **Humphrey Road Parking Lot** while Ferry Dock road is under construction. The Port is now able to purchase fuel at a discount from the South Whidbey School District.

**Mukilteo Parking:** Discussed under Executive Director Report.

**Clinton Dock:** No discussion.

### **Fairgrounds**

- **Fairgrounds Director Report:** Larry Lehtonen presented his monthly report. He was unaware of this issue with the remaining issues with the Black Box Theater project so Reeves briefed him. Jesse Levesque (Temporary Marketing & Events Coordinator) is doing well developing relationships with the community, working on marketing and fine tuning additional new events this year. JoAnna Weeks is still revising the Fairgrounds Facebook page. Marketing the Fairgrounds will be much easier once the branding/renaming process is complete (hopefully in March). Reeves explained that Levesque had both the Port-wide Marketing Committee and the Fairgrounds Advisory Committee go through an exercise to come up with key words. Both groups will meet once again and go through another exercise to come up with potential names. That (hopefully short) list will then be shared with the Port Commissioners for consideration and potential action at the regular March meeting. There are just two remaining tenant contracts/agreements for 2019. Reeves has revised all of the agreements which has been very helpful. Lehtonen's first priority for improvement at the Fairgrounds is the horse arena footing upgrade. He's working on getting quotes from contractors for the work, with the hope that the work could be completed by early April when the horse event season begins.
- **Fairgrounds Advisory Committee (FAC) Report:** Gary Gabelein said Reeves and Lehtonen had provided a good recap and he had nothing to add.
- **Property Improvements/Renovations:** Discussed under Executive Director Report.

### **ACTIVITIES/INVOLVEMENT REPORTS**

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

**COG:** Absent; no report.

**IRTPO:** Halloran accepted Mayor Tim Callison's offer to provide a report on the recent meeting since Gordon was absent. The IRTPO created a list of five county-wide transportation priority projects; three are gateway projects (including the Ferry Dock Rd improvement project) and the other two are route improvement projects, including the area north of Freeland/south of Coupeville where the highway gets narrow. That list was submitted to the chair of the State Senate Transportation Committee. Callison suggested the Port should ask the Council of Government for a Letter of Support for the **Mukilteo Parking** project that could then be forwarded to the State Transportation Committee.

**CCC:** Absent; no report.

**Ng:** Island County Economic Development Council (EDC), and Port Promotion & Marketing Committee (P&M)

**EDC:** Ng had been out of town for 3 weeks; no report.

**P&M:** Ng had accidentally scheduled another meeting during the same time as the recent P&M meeting so he missed it. As previously discussed, the primary focus of that meeting was the renaming of the Fairgrounds, and the next meeting will also focus on that topic. After that, the P&M Committee will probably meet once per quarter rather than once per month.

**Halloran:** Marine Resources Committee (MRC), City of Langley Council Meetings, Washington Public Ports Association (WPPA), and Joint Parks Committee

**MRC:** Cancelled due to snow; rescheduled for Tuesday, February 19<sup>th</sup>.

**Langley:** Cancelled due to snow; rescheduled for Tuesday, February 19<sup>th</sup>.

**WPPA:** No meeting held.

**Joint Parks Committee:** No meeting held.

**OLD BUSINESS:**

**Story Pole at the Fairgrounds:** Reeves said the Port is going to pursue a grant from the Tulalip Tribes for the restoration of the story pole. The application will be submitted by June 1<sup>st</sup>.

**Port Policy for Personal Leave:** Reeves would like to discuss the Port's current personal leave policy at the next work session. He may suggest changing that policy to allow for paid "admin leave" rather than taking personal leave when the Executive Director directs them to stay home due to safety concerns from the weather conditions.

**NEW BUSINESS:** None.

**ADJOURNMENT:** The Meeting was adjourned at 3:53 p.m.


Approved:

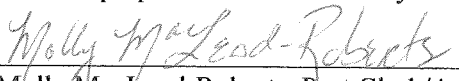
Minutes prepared and submitted by:

ABSENT

\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

  
\_\_\_\_\_  
Commissioner Ed Halloran, Langley

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

  
\_\_\_\_\_  
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.