

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, April 9, 2019 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 April Vouchers in the amount of **\$104,390.15** and Minutes from the Regular Meeting of March 12, 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

February 2019 Financial Statement and Executive Director Report

- Draft Personnel Leave Policy

**Fairgrounds Property Improvements/Renovations
Mukilteo Parking**

STATUS REPORTS

Fairgrounds

- Fairgrounds Advisory Committee Report
- Fairgrounds Director Report

South Whidbey Harbor

- Harbor Operations & Harbormaster Report

Port Operations

- Maintenance & Operations Supervisor Report

ACTIVITIES/INVOLVEMENT REPORTS

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)

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

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Regular Meeting
April 9, 2019
Freeland, Washington

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

Port Staff Present: Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Larry Lehtonen (Fairgrounds Director), Patrick Boin (Interim Harbormaster) and 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, April 9, 2019, in the meeting room of the Freeland Library at 5495 Harbor Avenue in Freeland, 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 March 12, 2019.

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 April 2019 as signed today in the amount of \$104,390.15. The Motion passed unanimously.

PUBLIC COMMENT: WSU Extension County Director Tim Lawrence introduced himself and explained that he had met with the Fair Board earlier in the day to clear up some misunderstandings and discuss their Memorandum of Understanding with WSU Extension as related to the 4-H program. Lawrence noted that WSU also has an annual agreement with the Port for 4-H, but it is different than the usual type used. He would like to renegotiate it as a "Master Agreement" that will cover any legal liability issues and then leave the actual rental agreement (rates, terms) open to negotiations whenever. Then they would not have to do a new contract every time 4-H or anyone within WSU Extension rents the facility. Gordon noted that Island County 4-H is specifically identified in the Port's Interlocal Agreement with Island County for the transfer of the Fairgrounds property. Lawrence said that his preference is for 5-year agreements, and added that there is always a "30-day out" clause included in every WSU Extension contract. He agreed to send a template to Reeves as a starting point.

FINANCIAL UPDATE

February 2019 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the February 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$53,000 in tax, operating and bond revenue and incurred \$69,000 in operating and capital expenses during February 2019. Ending cash balance at 2/28/19 was \$1,126,000 consisting of \$782,000 in the Bond Fund and \$344,000 in the General Fund. Reeves had also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for March 2019, and a tracking summary of the bond fund.

- **Draft Personnel Leave Policy:** The new state law that came into effect January 1, 2018, changed the way the Port must track sick leave. The Port had a "Personal Leave" policy for all full time employees

that did not delineate sick leave from other allowed personal leave. Reeves explained that he had drafted a policy to delineate all types of leave. There will not necessarily be a change in the amount of hours employees receive; it will just be tracked differently/more accurately. All employees will receive Paid Sick Leave per state law (1 hour for every 40 hours worked). All full time employees will also be allowed 48 hours of Paid Personal Leave per year (no carryover). Reeves also added a category for Paid Admin Leave for cases like the recent major snow event(s) when he directed employees to stay home so they can get paid without taking leave without pay or using up a vacation day. He included a category for Bereavement Leave of up to 3 days and provided a clearer definition of how Leave of Absence Without Pay would be handled.

Gordon said the policy was very comprehensive and well done. Halloran agreed.

ACTION: A Motion was made by Halloran and seconded by Gordon to approve the Compensation and Leave Policies as presented and to implement them immediately. The Motion passed unanimously.

Mukilteo Parking: The Department of Commerce grant is up and running. The Port's first reimbursement of \$21,723.84 was submitted on March 25th and the payment was received on March 29th. They have the Port's budget that will take it through the end of this biennium (June 30, 2019) and a projection of how much will be needed in the next biennium for the project. Reeves does not anticipate any issues with the money being rolled into the next cycle. The data collection for the traffic study should have been completed the previous week; they will now start compiling and analyzing all of that data. A preliminary report should be ready by the end of April. There was a meeting in Mukilteo on March 8th regarding the Developer's Agreement; the City of Mukilteo wants to start fast-tracking all of the pre-application requirements for that agreement (SEPA and other studies), so the Port's on-call engineers (Davido Consulting Group) will now coordinate directly with Mukilteo's planners to get those completed. Gordon noted that Mukilteo's planner indicated they are also updating the City's Shoreline Plan. There might be some individuals at the Shoreline Plan public meeting on April 19th that will try to put new measures in shoreline regulations that would create large setbacks from the water that could severely limit or prohibit building a parking lot on the property. Gordon and Reeves will attend the meeting to testify and show the investments that will be made to the promenade, etc.

Fairgrounds Property Improvements/Renovations: The Port submitted the 1st reimbursement request of \$3,184.19 for the Rural County Economic Development Funds (RCEDF) grant on March 21st; it may take up to 45 days for Island County to remit payment. Reeves hopes to complete the review of the Coffman Kitchen project plans will be complete by Friday and direction can be given to Driftmier Architects to make changes or proceed as is. Davido Consulting Group (DCG) completed the "as-built" for the Fairgrounds to map out the locations of the water, sewer and electrical lines. Quin Clements (DCG) is starting to work on some of the drainage issues. One of the first drainage-type projects the Port will do is (along with adding sand and grading the arena) putting a drain on the north end of the arena. Reeves is meeting with Elaine Marlow at Island County next week to see if the RCEDF grant can be used for work.

Fairgrounds Director Larry Lehtonen is still working on the scope for new sand, grading, etc. The grading project will likely be above \$4,000 and will therefore go out to bid to at least 3 contractors. The estimated total cost of the Arena Footing project is \$14,600 and the budgeted amount is \$15,000. There are 4 parts to the project: 1) Purchase of a TR3 Series drag (completed - purchased for \$7,057.97 in March), 2) rock removal, 3) purchase additional sand, and 4) grading & spreading. The cost for the rock removal, sand, grading and the drainage piece should not cost more than \$12,000.

ACTION: A Motion was made by Gordon and seconded by Halloran to pre-approve Executive Director Stan Reeves' authorization of up to \$15,000 on an Arena Project at his discretion. The Motion passed unanimously.

STATUS REPORTS:

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: No report.
- Fairgrounds Director Report: Larry Lehtonen presented his monthly report. The new horse arena groomer (TR3) works great; the arena users are really happy with it. It will be a very useful tool. A “Secret Kitchen” (Port-sponsored use of the Pole Kitchen/Dining Room with a local chef and musicians) is scheduled for April 27th. He and Marketing and Events Coordinator Jesse Levesque would like to do this quarterly or even monthly. They are also researching opportunities for an annual large educational/music event - something like Choochokam. DjangoFest is still in process; Lehtonen reported their organizers will start providing the Port with entertainment that didn’t make it to the main stage at WICA so they can potentially perform at the Fairgrounds “Second Stage.” He hopes to expand the whole DjangoFest at the Fairgrounds to include serving food along with camping, etc. Gordon emphasized that the end goal of all the events should be to have someone else run them – not the Port. The Port’s role should be that of landlord – not an event provider.

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Interim Harbormaster Patrick Boin was on hand to present his first monthly report since assuming the role of Interim Harbormaster on March 1st. He hired Nick Halstead (who worked at the Harbor the last two summers) as the Interim Assistant Harbormaster. During this whale watching season, Puget Sound Express has a tour boat (Glacier Spirit) moored at/departing from C Dock and the San Juan Clipper comes in for a 2-hour lunch stop on the weekends. The Harbor’s golf cart is running for those Clipper passengers who need assistance up the hill. Harbor staff changed out the base plate at the bottom of the ramp to D and E docks – it’s working perfectly. They are currently upgrading the hose spigots on those outer docks. March was a busy month (especially for day stops) with the unseasonably friendly weather and the rate increase hasn’t caused any problems. Boin said he is very happy to be working at the Harbor.

Port Operations

- Maintenance & Operations Supervisor Report: Maintenance & Operations Supervisor Pat Kisch provided 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. Clean up at **Bush Point** continued a stump from the front yard, the rotten steps and deck from the back of the house, and sections of the fence and concrete stubs around the parking lot all being removed and hauled away (filling two 20-yard dumpsters). Welding work and/or parts replacement was completed on the wear points of the floats at **Possession Beach** and **Bush Point**. The floats were launched at Possession on April 5th and are scheduled for launching at Bush Point on April 18th. The front face of the **Humphrey Road Parking Lot** paybox was buffed off and new decals installed. Backflow valves at the **Fairgrounds** and the **Harbor** were tested and recertified; frost protection efforts were successful – no damaged parts. There was no damage from freezing on the water tender either; Kisch recently completed an oil and filter change so it is ready to support arena events.

Gordon noted that the revenues from the **Humphrey Road Parking Lot** were down. Reeves said that was largely due to the weather. Port Clerk/Accountant Molly MacLeod-Roberts reported that the parking lot was empty during the snow.

Regarding the **Bush Point** house, Halloran asked how long should the Port keep putting money into it? At some point the amount spent on repairs will exceed the amount of rent that can be collected. Reeves noted that both of the houses at Possession and Bush Pt will require quite a lot of investment. Gordon noted that the Port started to look into selling the Bush Pt house at one point and suggested they should look at it again, including how it is zoned.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: Meeting was cancelled.

Langley: The City’s meeting included continuation of the dog leash discussion; as of now, all dogs in Langley must be on a leash – period. Boin noted that the Harbor requires dogs to be on leash on Port property and most people follow it so he isn’t concerned about that ordinance. He’s much more concerned with all the individuals who do not follow the posted speed limit of 10 MPH on Wharf Street. Gordon encouraged him to contact the Langley Police Department to discuss it, and Boin agreed. The City also discussed how much it is benefitting from the whale watching visits. Per Mayor Callison’s request, Halloran will provide a formal report on the Port’s activities at future City Council meetings.

WPPA: No meeting held.

Joint Parks Committee: No meeting held.

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

COG: Gordon noted that housing is discussed at every meeting. That’s a really good thing because the COG consists of members who can actually do something about the issue.

IRTPO: There will be traffic delays throughout the summer as the Deception Pass Bridge is being repainted. Work has begun on the roundabout at Banta Rd. King County Executive Dow Constantine has been spearheading an effort for a passenger-only ferry system, but they can’t make it work without a subsidy. When they do figure out funding, Gordon would like Clinton to be part of that action. The IRTPO included Mukilteo parking and another study for a passenger-only ferry.

CCC: No report.

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

EDC: Absent; no report.

P&M: Absent; no report.

OLD BUSINESS: There was none.


NEW BUSINESS: The Commission asked Reeves to try and schedule a Work Session regarding WSU Extension and the Fairgrounds.

ADJOURNMENT: The Meeting was adjourned at 7:36 p.m.

Approved:

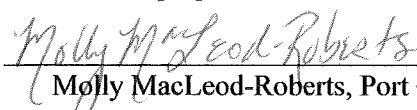


Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

ABSENT

Commissioner Jack Ng, Freeland

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.