

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, June 11, 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 June Vouchers in the amount of **\$103,113.95** and Minutes from the Regular Meeting of April 8 and the Special Meeting of May 13, 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.*

EXECUTIVE DIRECTOR REPORT

Financial Update and April 2019 Financial Statement

Mukilteo Parking

Fairgrounds

- **Property Improvements/Renovations**
- **Draft Policy on Naming Buildings**

STATUS REPORTS

Fairgrounds

- Fairgrounds Advisory Committee Report
- Fairgrounds Director Report

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- Harbor Operations & Harbormaster 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
June 11, 2019
Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Ed Halloran (Langley), and 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, June 11, 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 April 8 and the Special Meeting of May 13, 2019.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated June 2019 as signed today in the amount of \$103,113.95. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

April 2019 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the April 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$\$310,000 in tax, operating and bond revenue and incurred \$105,000 in operating and capital expenses during April 2019. Ending cash balance at 4/30/19 was \$1,376,000 consisting of \$784,000 in the Bond Fund and \$592,000 in the General Fund. Reeves had also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for May 2019, and a tracking summary of the bond fund. The cash balance is still high due to the execution of the capital projects lagging behind. Across the board, revenue & expenses are doing pretty well and very close to budget projections. The Fairgrounds is actually doing much better with its revenues than projected. South Whidbey Harbor is lagging a little behind for the year to date, but had the highest May revenues on record (nearly \$21,000).

Mukilteo Parking: The 2nd reimbursement request of approximately \$11,000 for the Department of Commerce grant was submitted last Friday. Reeves met with representatives from the Tulalip Tribes, Davido Consulting Group (DCG) and Transportation Engineering NorthWest (TENW) on May 30 to review and make changes to the traffic study to highlight certain areas of the report. The Tribes should complete their review by the end of the week. The Developers Agreement between the City of Mukilteo and the Tribes was also discussed at that meeting. Reeves explained that a lot of it is hinged on Mukilteo's Shoreline Management Plan & regulations that are being updated. At the City's work session

the previous evening, the main topic was the height of the buildings in that area. The planners proposed 35' but councilmembers thought 25' would be better. The other buildings on the shoreline (the inn, the federal building and the new ferry terminal) are all 35' so the only one subject to the 25' limit would be the Tribes' property.

Fairgrounds

- **Property Improvements/Renovations**
 - **Black Box Theater project:** Affidavits were filed and the Notice of Completion was sent to the three state agencies. The Port will pay out the retention and that will close out the project.
 - **Coffman Kitchen Renovation:** All the documents were submitted to the City of Langley for the permit process yesterday. The timeline is a little behind so the completion date of January 1st might slip. Reeves think the bidding process will go quickly.
 - **On Call Engineering Services:** DCG has basically completed the "as-built" for the Fairgrounds. Jim Brennan of J.A. Brennan Associates and Quin Clements of DCG came out to look at the campground in particular and tour the entire Fairgrounds property. Brennan will provide 3-4 design concepts for the campground, including adding campsites in other areas of the property. The goal is to have a proposed development approved by the Commissioners by early fall that can be used for the next round of RCO (State Recreation & Conservation Office) grant cycle next spring.
 - **Arena Footing:** The grooming, the sand and rock removal are done. The rock removal wasn't as successful as hoped, but they were able to remove a lot. The total cost came in just over \$16,000 and \$15,000 was budgeted.
 - **Additional sand** was purchased to level the floor in the Fiddle Faddle area, and more crushed gravel for the road behind the bleachers. The contractor provided free labor and equipment for those tasks.

- **Draft Policy on Naming Buildings:** At its April meeting, the Fairgrounds Advisory Committee (FAC) asked, "What is the policy for naming/renaming buildings on the Fairgrounds?" The Committee would like to continue the tradition of naming them after individuals who made significant contributions to the annual Fair and/or 4-H. They would also like to see some sort of plaque or panel that describes the history/contributions of the person for whom a building is named. Reeves subsequently drafted a Policy that allows anyone in the Port district to submit a request for a building or facility on the Fairgrounds to be named after an individual or organization, as long as the request can demonstrate the individual/organization made a significant contribution to the Fair, the 4-H program or the South Whidbey community at large. That request would be forwarded to the FAC for vetting and consideration. The FAC must then agree by a consensus vote to forward the request to the Board of Commissioners with a recommendation to either approve or deny the request. Buildings that are currently named after an individual or organization will not be renamed – only unnamed or generic-named buildings (i.e. Horse Barn 1, Goat Barn, etc.) will be eligible to be named after an individual or organization.

FAC Chair Gary Gabelein said it was a good policy, but he noted there are only a few buildings without names and once the word gets out about naming them there will be a race to get a name on one before they run out. He hopes the Port will therefore be very careful in choosing names. Fairgrounds Director Larry Lehtonen asked how the naming would be handled if a building fell down and was rebuilt; Reeves said he hadn't considered that. Gordon didn't think any building should be renamed and wasn't in favor of the whole policy. He said, "I think you can do too much. The Commission is very responsible, and if the FAC wants to come up with a name for a building, they can just ask the Commission. The policy is too much." He thinks it would take a great gesture to warrant having a name on a Fairgrounds building now. Gordon doesn't have any urgency in creating a policy – there's no need for it right now. Gary Gabelein and Gwendy Hastings said there is a family that would like a horse barn named for a family member that recently passed away. Gordon said there doesn't have to be a policy; the FAC just makes a recommendation to the Port Commission. No action was taken.

STATUS REPORTS:

Whidbey Island Fairgrounds & Events Center

- Fairgrounds Advisory Committee (FAC) Report: Gary Gabelein said the historic display panels and photos at the Fairgrounds look great.
- Fairgrounds Director Report: Larry Lehtonen presented his monthly report. The 4-H Spring Show went really well. The Langley City Council passed a recommendation for a resolution in support of a Creative District Certification. Fairgrounds staff are working to come up with a logo for signage, website, Facebook, etc. They're also working with the Langley Chamber of Commerce on the Harvest Festival (October 3-6). October 3rd & 4th will feature educational-type events (classes, demonstrations, etc.) and the weekend of October 5th & 6th will include food, music, etc. The Port is providing the use of the Fairgrounds as an "in-kind" donation this year. Lehtonen said the intent is to make it an annual event and next year the Port will charge for rental of spaces, etc. The arena project was completed one day ahead of schedule. The windows and front door of the Fairgrounds office have been replaced, the interior repainted, and a new metal roof and new gutters will be installed June 10-21. The same contractor will provide a quote on installing windows in the southeast corner of the Burrier Building (occupied by tenant Bekah Bee Music). Once a quote is accepted, work will be scheduled for completion by the end of June. The tenants are pleased to have some additional days in their spaces during the month of July (as negotiated with the Fair Association). Lehtonen has hired a couple of temporary maintenance workers to help with prepping the property for the Whidbey Island Fair July 18-21.

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. With the help of volunteers from the Rotary and Island Beach Access, the universally accessible beach mats were put in place on May 15th at **Clinton Beach**. Due to the erosion and changing beach slope caused by the Washington State Ferries' drainage issue, the Port was only able to install the upper portion of the mats this year. Kisch plans to put a pump on the additional well at **Bush Pt** and use it for irrigation. A frequent user of the Dorothy Cleveland Trail at **Possession** called about the difficulty of getting from the pavement on Franklin Road to the first of the wooden steps on the Trail; walkers have to basically jump across a ditch. Kisch suggested putting in a 4-ft culvert. Possession Caretaker Jeannette Conover works at Island County and she was able to get the County to do that work. There has been an increase in multi-day stays at the **Humphrey Road Parking Lot**. At just \$5 per day, it's a good option for those flying out of Paine Field where the rates are \$20-\$30 per day. People park their cars in our lot, walk on the ferry and pay \$12-\$15 to get an Uber or Lyft up to Paine Field.

Kisch said he's been watching the gangway at **Clinton Dock** for some time and was concerned about the groove in the shackle. After contacting Mantle Industries and sending pictures, the company said the dock should be closed and they would send replacement parts. Kisch closed the dock immediately. Since Mantle Industries had also built the gangway to D & E Docks at **South Whidbey Harbor**, Kisch immediately contacted Interim Harbormaster Patrick Boin to check it out and unfortunately that gangway had the same sort of wear is occurring on the shackle. The Port has asked Mantle to send an engineer for a site visit at the Harbor. After taking some measurements and speaking with their engineer, Mantle "believes it's okay for 30 days." Kisch then researched the costs for lifting the ramp in order to do the repair and was given an estimate of \$50,000 to bring a barge/crane to Langley. Fortunately, that contractor advised Kisch that another contractor (Culbertson Marine) was transiting a barge/crane from a job at Deception Pass to an upcoming job in Seattle and might be willing to stop at South Whidbey Harbor on the way. Culbertson Marine estimated \$1,000 per hour to have his riggers and equipment on site to lift one end of the gangway while Greenbank Metalworks cuts off the old pad eyes off and welds on new ones. Pending that on site assessment from Mantle, their suggestion is to move forward with a different type of keeper on the land slide of the gangway – one with a replaceable plastic bushing. Mantle's engineer will return from vacation on June 14th and his 1st priority will be to complete the on-

site inspection/assessment. Reeves noted that the Port has a very narrow window to do the work prior to the very busy week of the 4th of July. Boin expressed his serious concerns and noted that D & E Docks are heavily used, with a yacht club scheduled for the upcoming weekend. The Commission agreed with the plan to use Culbertson Marine, and Reeves reiterated that he would close the docks if needed.

South Whidbey Harbor

- **Harbormaster Operations & Harbormaster Report:** Interim Harbormaster Patrick Boin was on hand to present his monthly report. Boin reported that May was very busy. He now realizes that he needs to hire additional staff in late April/early May; it's too much work for just two full-time employees, especially on Memorial Day weekend. Boin also sees the need to have a dirt mover that can go between the Port's sites to deal with the sand relocation issues and the big tides. The Port currently spends approximately \$12,000 per year for a contractor to clean the ramp at the Harbor. He believes Port Staff can find the right trailer-able equipment for use at all Port properties and it would actually save money over time.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: A whole plate of projects has been identified with \$91,000 committed already to ensure those proceed. There is a new technique to getting creosote off beaches that involves residents sending pictures of areas where there is creosote and the location and then removal is scheduled through the State's Department of Natural Resources program. The MRC has hired an intern. There have been several "Food in the Salish Sea" presentations at schools, libraries and community meetings. MRC volunteers are distributing flyers about crabbing throughout Island County.

Langley: The two major topics discussed on June 3rd were 1) housing and short-term rentals, and the need for regulations, and 2) the "must do" sewer infrastructure work – the City is looking for grants to assist with the estimated \$7 million cost.

WPPA: Halloran and Ng said the Spring Meeting was very good.

Joint Parks Committee: No meeting held.

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

EDC: Ng was at the WPPA Spring Meeting so Reeves attended the Annual Luncheon in his stead. The EDC elected a whole new board. Reeves had assumed the Port was a member of the EDC but learned that it wasn't, so he applied for membership and the Port is now officially a member. Ng said the Port had been an "honorary member." Washington State Attorney General Bob Ferguson was the guest speaker at the Luncheon.

P&M: No meeting held.

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

COG: Puget Sound Energy plans to convert to a new system with WiFi-type meters that emit small electronic signals by 2022/2023. The people that don't want that on their property will need to notify PSE that they don't want the upgrade. There was additional discussion on housing. Like the City of Langley, the Town of Coupeville is trying to come up with codes/regulations for the B&B/VRBO short-term rental properties. Island County Commissioner Helen Price Johnson made it clear that the County is not going to take a position on the issue.

IRTPO: The Fish Rd/Highway 525 intersection is being widened and will likely have a crosswalk added as well. "Turning Traffic Ahead" signs/signals have been installed on Highway 525 near Scott Rd. The County hasn't hired a Transportation Director yet.

CCC: In the next week or so, the CCC will have another work party to clean up Dan Porter Park. The CCC is still pushing to get back in line for a grant for a walkway up from the ferry and crosswalks in Clinton.

OLD BUSINESS:

WPPA: Ng added his report on the Spring Seminar. WPPA Executive Director Eric Johnson had resigned after 30 years and moved on to become the Executive Director of the Port of Tacoma. WPPA Deputy Director James Thompson has been nominated to replace Johnson and is currently servicing as Acting Executive Director. The Port of Shelton had a 50-slip marina that needed a lot of money to fix. It was sold to a yacht club after an advisory vote. Ng also learned that that the Port of Sunnyside built a big warehouse and brought in a mushroom company that created 250 jobs. That port also owns the sewer treatment system and applied for a \$300,000 CERB grant a \$900,000 CERB loan. They were awarded \$350,000 and a \$1,000,000 loan with just 1% interest.

South Whidbey Harbor Expansion: Subsequent to the Port's Special Meeting on May 28, Reeves contacted Shannon Kinsella of Reid Middleton who will provide the Port with updated design of G Dock and a cost estimate. As discussed at the meeting, Reeves will also contact Paul Sorenson of BST Associates about a new study on economic trends in the Port District of South Whidbey.

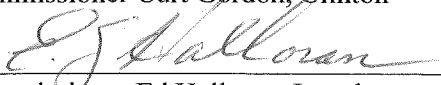
NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:50 p.m.

Approved:



Commissioner Curt Gordon, Clinton

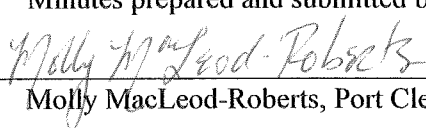


Commissioner Ed Halloran, Langley



Commissioner Jack Ng, Freeland

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.