

# THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

## REGULAR MEETING

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249

Tuesday, October 8, 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 September Vouchers in the amount of **\$111,124.49** and Minutes from the Regular Meeting of August 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 August 2019 Financial Statement**

**Draft Preliminary 2020 Budget**

**Mukilteo Parking**

**Fairgrounds Property Improvements/Renovations**

**Humphrey Road Parking Lot - Puget Sound Energy Easement Request**

#### 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  
October 8, 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), Patrick Boin (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, October 8, 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 August 13, 2019.

**ACTION:** A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Curt Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated October 2019 as signed today in the amount of \$111,124.49. The Motion passed unanimously.

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and August 2019 Financial Statement:** The Commission acknowledged receipt of the August 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$68,000 in tax, operating and bond revenue and incurred \$113,000 in operating and capital expenses during August 2019. Ending cash balance at 8/31/19 was \$1,260,000 consisting of \$766,000 in the Bond Fund and \$494,000 in the General Fund. Overall, the operating revenue is slightly higher than projection for the year and operating expenses are slightly lower than projected for the year. The Port is still lagging behind on the capital projects, which leaves the cash balance very high. The Harbor continues to do well with revenue just above the expense line for the last two months; hopefully that trend will continue through the end of the year. At the Fairgrounds, the expenses are slightly higher than projected but the revenue is much higher than anticipated. Reeves had also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for September 2019, and a tracking summary of the bond fund.

**Draft Preliminary 2020 Budget:** Reeves said he is still "tweaking" some of the numbers. He hasn't completed the worksheet for the property taxes but he is currently anticipating \$800,000. He will attend a workshop with Island County on October 25<sup>th</sup> and will review the number then. The revenue line item for Fairgrounds Event Rentals may go up, and the expense line item for Meetings & Education has an additional \$1,000 to allow for a First Aid/CPR/Defibrillator training session for all Port staff. Reeves also adjusted the line item for Fairgrounds Director Salary downward since the position is currently vacant. He still needs to firm up the amount remaining in the Rural County Economic Development Funds (RCEDF)

grant at the end of the year, and might add another \$1,000 to the Capital line item for Port Welding Equipment.

**Mukilteo Parking:** On October 7<sup>th</sup>, Reeves attended the continuation of the City Council's Public Hearing on updates to the Shoreline Master Program and the Shoreline Management Regulations. The parking lot project has been put on hold by the Tulalip Tribes. The Tribal Council changed in March and the new Councilmembers haven't figured out what they want to do with the property yet.

**Fairgrounds Property Improvements/Renovations:** Reeves has submitted the 3<sup>rd</sup> reimbursement request in the amount of \$5,600 for the RCEDF grant. **Coffman Kitchen Project:** The Pre-Bid Conference on October 3<sup>rd</sup> was attended by 12 individuals representing approximately 6 different contractors; at least two firms seemed to be very interested. Bid opening will be on November 1<sup>st</sup>. **On-Call Engineering Services:** Met with Davido Consulting Group (DCG) at the Fairgrounds on October 3<sup>rd</sup> to look at the cost of renovating the three main restrooms. The Washington State Department of Agriculture has an opportunity for a 50% matching grant of up to \$100,000. It would cost much more than that to renovate the bathrooms, but the Port can apply for that grant to do the design work. Then as other grant opportunities become available, the Port will have a plan in place. DCG will provide an estimate for those services at the end of the week.

**Humphrey Road Parking Lot – Easement Request from Puget Sound Energy (PSE):** PSE sent a letter rescinding the offer and withdrawing the easement request.

#### STATUS REPORTS:

##### **Whidbey Island Fairgrounds & Events Center**

- **Fairgrounds Director Report:** Reeves announced that Larry Lehtonen is no longer employed by the Port. An agreement was reached that it was of mutual benefit to the Port and Lehtonen to terminate the employer/employee relationship. A new Fairgrounds Director will be hired sometime after the 1<sup>st</sup> of the year. In September, the Port hosted two DjangoFest-related events: a chili dinner on opening night and a brunch on Sunday. The dinner didn't go so well, but the brunch did pretty well. Unfortunately, it will be a loss to the Port financially. Total revenue was \$1,300 and expenses to date are at least \$1,500 with more coming in. The Whidbey Island Harvest Festival was held at the Fairgrounds October 3-6. The Langley Chamber of Commerce put on the event and the Port provided the use of the Fairgrounds as an in-kind donation. Port Staff ended up doing more work on the event than anticipated, but overall it went pretty well with 650 attendees on Saturday and 450 on Sunday. It was great that the Harvest Festival coincided with the Fair Association's Build-A-Scarecrow event. It was a good start, and will likely be held again next year with some minor changes.
- **Fairgrounds Advisory Committee (FAC):** The September meeting was canceled, so the August meeting minutes have not been approved yet.

**PUBLIC COMMENT (Reordered):** **Mel Trenor of Island Beach Access (IBA)** reported that the ADA beach mats at Clinton Beach Park have been very successful and the group has received many positive comments. The word is getting out and ADA beach mats have now been placed at Alki Beach, and Magnuson Park, and Seward Park. Due to the change in the beach slope caused by the drainage issue at Clinton Beach, the Port wasn't able to use second layer of mats this year. Trenor wondered if Island Beach Access gets permission to move ahead with the County's Robinson Beach, in the years when the 2<sup>nd</sup> layer of mats can't be used at Clinton Beach could they use them at Robinson Beach as part of that mat system? IBA has a \$5,000 grant from Westside Whidbey to purchase mats and that 2<sup>nd</sup> mat would allow them to reach the water.

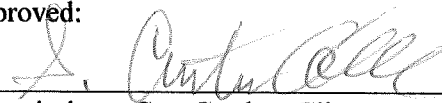
Also at Clinton Beach, the property owner to the north has placed a large red stop sign that says "private beach" and "no public access." He has completed a lot of research on the 5 parcels north of the Port's

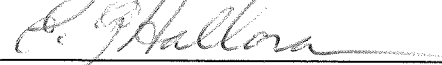
property. That 1<sup>st</sup> property has absolutely no tidal ownership; ownership goes only to the meander line and the rest is absolutely public for a total of 85' beyond the Port property. The 2<sup>nd</sup> lot is 1/3 public which adds another 50' for a total of 130' where the public can walk up to the meander line and down to extreme low tide. Trenor asked if the Port would support IBA purchasing and placing a sign explaining that the public access extends 130' north of Clinton Beach. He would like to get a legal description of the public rights. Gordon suggested IBA should apply for a grant from the Port to hire a surveyor or title officer to get the legal description, etc.

The League of Women Voters was holding a Candidate Forum at the same time as the Port meeting, and Gordon needed to attend as was one of the candidates. The meeting therefore had to be adjourned as there would not be a quorum present.

ADJOURNMENT: The Meeting was adjourned at 7:00 p.m.


Approved:

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

  
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Commissioner Ed Halloran, Langley

ABSENT  
\_\_\_\_\_  
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.