

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249  
Tuesday, August 13, 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 August Vouchers in the amount of **\$112,526.67** and Minutes from the Special Meeting of May 28 and the Regular Meeting of June 11, 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.*

COMMISSIONER DISCUSSION:

**Langley Creative District**

**Humphrey Road Parking Lot – Easement Request from Puget Sound Energy**

**Nichols' Bulkhead Project**

EXECUTIVE DIRECTOR REPORT

**Financial Update and June 2019 Financial Statement**

**Mukilteo Parking**

**Fairgrounds Property Improvements/Renovations**

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

August 13, 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, August 13, 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 June 11 and the Special Meeting of May 28, 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 August 2019 as signed today in the amount of \$112,526.67. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

### COMMISSIONER DISCUSSIONS

**Langley Creative District:** The Langley Creates Steering Committee had provided a presentation at the Port's Special Meeting on August 6<sup>th</sup>. After the presentation, the Commission agreed to make a decision during this meeting as to whether the Port would participate as a partner. The Commission also asked Executive Director Stan Reeves to research some of the specific details. Reeves subsequently contacted Washington State Arts Commission Program Manager Annette Roth, as well as Chewelah Chamber of Commerce's Vice President Mike Bentz. Roth said that once a Creative District is certified, other entities can still join. Existing entities can also leave if it's not working out, although that is not ideal and the State would prefer not to see that happen. At the August 6<sup>th</sup> meeting, the Steering Committee had conveyed a sense of urgency to submitting the Letter of Intent, so Reeves asked if Langley would be missing out if the Port didn't commit and the Letter was delayed. Roth said no, there's no rush and the State would prefer that they slow down the process to make sure all the potential partners are comfortable with what is being submitted and on board. The Chewelah Creative District is structured similarly to what the Steering Committee proposes. Chewelah has a group of 15 collaborative partners, and Bentz had explained that the key for them was completing 90% of the actual application prior to submitting the Letter of Intent. That provided the group with the "meat & potatoes" of the program (budget, goals, etc.). Once the Letter of Intent is submitted the State gives just 60 days have everything completed and approved. Bentz strongly recommended that the Steering Committee wait as Chewelah did and then use

the 60 days for the official site visit and slight adjustments to the plan, etc. Otherwise, it will likely not go through.

Reeves' opinion is that it would be good thing for the Port to participate in the Creative District. He recommended affirming the Port's commitment to participating as a partner in the Creative District process, but he does not believe the Port should endorse submitting a Letter of Intent right now. The Port needs more time to fully understand the requirements in the application, and every partner would want to have the same opportunity to be comfortable with it.

Gordon asked Langley Chamber of Commerce Executive Director Inge Morascini about the urgency. She said the timeline is driven by a number of factors. Other Island entities are also seeking the Creative District designation, and she thinks the State might not want that many in such close proximity. She said the group would also like to get the certification in time to start submitting for the next funding cycles from different grant opportunities. Morascini said the Steering Committee has been meeting for 6 months and they have completed the workbook. The only components not worked out yet are the budget and solidifying the 5-Year Plan. Gordon said it would be helpful if the Port had a copy of the workbook or the 5-Year Plan. Morascini explained that once the Port became a partner, then they would all work together on the budget and the Plan. Halloran suggested the Port should go ahead and get started by having a representative work with the Committee and report to the Commission. The Port can leave if it's not working, but it would be good to be in the game. Ng agreed the Creative District is a great idea and the Port should join the Steering Committee's efforts, but it's important to take the time needed before submitting the Letter of Intent. There are a lot more details to work out.

**ACTION: A Motion was made by Halloran and seconded by Ng to participate as a partner in the potential Langley Creative District with Executive Director Stan Reeves as the Port representative on the Langley Creates Steering Committee. The Motion passed unanimously.**

**Humphrey Road Parking Lot – Easement Request from Puget Sound Energy (PSE):** Reeves had asked PSE why it was seeking an underground facility easement if only the overhead wires were being replaced. He noted that the Port would be okay with the overhead easement, but would need assurance that removal of the maple tree won't harm the adjacent large Douglas Fir trees or the septic drainfield. Reeves is waiting for an additional response from PSE.

**Nichols' Bulkhead Project:** Reeves had left 3 voicemails but had not received a response. Gordon asked Interim Harbormaster Patrick Boin if he had observed any work at the site. Boin said yes, the seawall has been replaced. It is his understanding that there was water seepage under the Nichols' building and parking lot so they are redoing the retaining wall. It looks like they are replacing concrete with concrete; a standard bulkhead and retaining wall. Gordon explained that the Boatyard Inn owner had contacted him with his concerns that if the seawall changed it could negatively impact the effect of wind and waves on his property and the South Whidbey Harbor.

#### EXECUTIVE DIRECTOR REPORT

**Financial Update and June 2019 Financial Statement:** The Commission acknowledged receipt of the June 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$60,000 in tax, operating and bond revenue and incurred \$133,000 in operating and capital expenses during June 2019. Ending cash balance at 6/30/19 was \$1,340,000 consisting of \$787,000 in the Bond Fund and \$553,000 in the General Fund. Reeves had also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for July 2019, and a tracking summary of the bond fund. He included a new graph that showed the Fairgrounds Financial Statement with the \$100,000 from the property tax revenue included with the operating revenue.

**Gangway Repairs:** The total cost for the repair of the gangway at South Whidbey Harbor was \$11,400, plus a potential loss of revenue of \$1,600-\$2,000 for the two weeks that D and E Docks were closed. The cost could have been as high as \$50,000, but Maintenance & Operations Supervisor Pat Kisch was able to get a contractor to stop by on his way to another job and saved the Port a lot of money by doing so. Gordon thanked Kisch and Reeves on the excellent job they did. The Clinton gangway repair cost was \$2,100. There is some minor additional work to be done, but it is open and fully functional.

**Mukilteo Parking:** All of the pre-application documents, including the completed traffic study, were submitted to the City of Mukilteo last week, so Reeves is just waiting for notice of a meeting date.

**Fairgrounds Property Improvements/Renovations:** The Port has not yet received a check from Island County for the most recent RCEDF (Rural County Economic Development Funds) grant reimbursement request submitted on June 15<sup>th</sup>. **Coffman Kitchen project:** Reeves will meet with the City of Langley's Director of Community Planning Brigid Reynolds and the City's consultant in the morning regarding the determination on the ADA accessibility standards and the money spent on it. He spoke with the Port attorney last week; she thinks the City has it right and it doesn't seem likely that the Port has sufficient argument to go to a hearing. Gordon noted that Reeves has authorization to take whichever course of action.

#### STATUS REPORTS:

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

- Fairgrounds Advisory Committee (FAC) Report: FAC Chair Gary Gabelein said the Whidbey Island Fair, the Whidbey Island Car Show and the WWGA Horse Show in early August were very successful and wanted to give kudos to all the Staff.
- Fairgrounds Director Report: Larry Lehtonen presented his monthly report. The Ragnar race director said it was a great event and the Fairgrounds is "one of the best finish lines on the Ragnar circuit." Lehtonen noted that he and Marketing & Events Coordinator Jesse Levesque are still working on the Fairgrounds lack of presence on social media; it's been a very slow process. They are expanding the footprint of DjangoFest NW at the Fairgrounds this year, with camping and "djamming" and some simple meals (chili, etc.) in the Pole Building. He and Levesque originally hoped the Fairgrounds could be a "Second Stage" like the one in France, but Whidbey Island Center for the Arts wasn't supportive of that this year. He hopes to expand it more next year. They are working Morascini on the Chambers' upcoming grant-supported Harvest Festival at the Fairgrounds. They anticipate it will become an annual event. It will coincide with the Fair Association's "Build A Scarecrow" fundraising event as well as the end of Whidbey Island Grown Week. Gordon asked, "Whose event is the Harvest Festival?" Morascini said it is a joint effort between the Langley Chamber, Whidbey Island Grown, the Fairgrounds and 3 other partners. She parlayed the \$5,600 value of the Port's in-kind contribution of the Fairgrounds space into a grant of equal dollars from the City of Langley.

Lehtonen is waiting on electrical cost estimates for repairs in the campground, the Midway and the Pole Building, and he's looking into the cost of expanding wi-fi to include the campground.

He gave kudos to Fair Administrator Carol Coble and her staff for the great clean up, etc. that allowed all of the Port's tenants to move back in by July 27<sup>th</sup>.

Gordon asked who will prepare the food for DjangoFest at the Fairgrounds. Lehtonen explained they want to do a brunch and WICA will help on the social media side. Jacque Baldwin of Scallywagon Eatery will prepare the brunch and rent the space for the Sunday brunch and keep all the sales, etc. It's different than the Secret Kitchen dinner that was held when the Port paid all the costs of the chef.

## **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. Kisch brought the old shackles from the **Clinton Beach** gangway to show how just how bad the situation was there. The shackles at Clinton had been in place for 18+ years, but the ones on the **South Whidbey Harbor** gangway had only been in place for 5 years. Reeves and Kisch have discussed scheduling complete inspection of the gangways every 5 years. Halloran wants Mantle Industries to provide the Port with a complete write up on the issue for the Port's records. Gordon suggested the Port should contact Reid Middleton (the engineering firm that designed the Harbor expansion) to provide that report. Halloran and Reeves will come up with a Scope of Work to get a write-up from Reid Middleton. At the **Fairgrounds**, Kisch, Lehtonen and Fairgrounds Maintenance David Schaal rolled the Shelton story pole slightly to make the "face" more visible to the Fairgoers and reposted the banner describing the pole's historic background. At **Humphrey Lot**, a customer prepaid \$300 for attendees at a July 20<sup>th</sup> memorial to park on. Their guests were then shuttled back and forth to the location where the Celebration of Life was held. A new downdraft range was purchased and installed at **Bush Pt**; parts for the old one were no longer available and renovating the kitchen for a traditional range was not cost-effective.

## **South Whidbey Harbor**

- **Harbormaster Operations & Harbormaster Report:** Interim Harbormaster Patrick Boin was on hand to present his monthly report. Boin hired 3 part-time seasonal employees; they are in training. He plans to bring seasonal help in earlier next year. He's compiling an off-season project list that will include a thorough electrical inspection, replacement of the base plate under the ramp on D Dock, and new whalers and concrete patching within the inner Harbor area. The Hat Island Ferry visited last weekend; it went very well – the owner was very pleased and it did not disrupt Harbor activities. The 55' vessel moored on the outside of E Dock and paid \$55 for a 4-hour day stop. They are considering running the passenger ferry to the Harbor once per month or once every 3 weeks.

## **ACTIVITIES/INVOLVEMENT REPORTS**

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

**MRC:** Governor Jay Inslee visited the Cornet Bay Shoreline Restoration Project and was thrilled to see all the work that was done there.

**Langley:** Lori Cavender provided a presentation on Ryan's House for Youth. HUB Program Manager Shelly Rempa received the Mayor's Excellence Award. HUB volunteer Becky Bush recently secured \$15,000 in grants/donations for the organization. The Council continued to discuss the Creative District and approved the new regulations on short-term rentals.

**WPPA:** WPPA is still debating on whether to fill the Executive Director vacancy with the former Deputy Director/now Interim Executive Director or go through a hiring selection process. The Commissioner Seminar held at Suncadia last month was very informative, as always.

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

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

**EDC:** Did not attend; conflicted with the WPPA Seminar

**P&M:** No meeting held.

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

**COG:** Did not attend; conflicted with the WPPA Seminar

**IRTPO:** Did not attend; conflicted with the WPPA Seminar

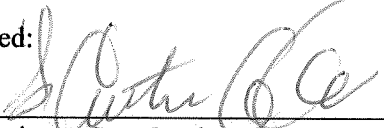
**CCC:** Did not attend; conflicted with the WPPA Seminar


OLD BUSINESS: None.

NEW BUSINESS: Ng and Reeves attended Sound Transit's meeting with Tulalip Tribes. Sound Transit wanted to let the Tribes know what their future plans might entail for transportation improvements around the Edmonds and the Mukilteo stations. Sound Transit showed some of the potential projects for the \$40 million they have in funding but haven't yet determined how it will be spent.


ADJOURNMENT: The Meeting was adjourned at 7:47 p.m.

Approved:

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

  
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Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:

  
\_\_\_\_\_  
Molly MacLeod-Roberts, Port Clerk/Accountant

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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.