

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

Held at Freeland Library Meeting Room, 5495 Harbor Avenue, Freeland WA 98249
Tuesday, December 10, 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 December Vouchers in the amount of \$72,729.71 and Minutes from the Regular Meeting of November 12 and the Public Hearing on the 2020 Budget/Special Meeting of November 26, 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 October 2019 Financial Statement

Mukilteo Parking

Fairgrounds Property Improvements/Renovations

Langley Creative District

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

December 10, 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, December 10, 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 November 12 and the Public Hearing on the 2020 Budget/Special Meeting of November 26, 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 December 2019 as signed today in the amount of \$72,729.71. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT

Financial Update and October 2019 Financial Statement: The Commission acknowledged receipt of the October 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$275,000 in tax, operating and bond revenue and incurred \$118,000 in operating and capital expenses during October 2019. Ending cash balance at 10/31/19 was \$1,347,000 consisting of \$768,000 in the Bond Fund and \$579,000 in the General Fund. **South Whidbey Harbor** is still maintaining just above the breakeven point, and the **Fairgrounds** facility is also doing relatively well. Although Fairgrounds expenses are slightly above revenue, when the property tax revenue is included those numbers are reversed. As previously requested, Reeves had provided a monthly Fairgrounds revenue bar chart beginning in April 2015.

Mukilteo Parking: The Port had hoped to speak to the Tulalip Tribes' Board of Directors on December 7th, but they called last week and said they couldn't fit the Port in on the agenda. It is now tentatively scheduled for Saturday, January 11th. Reeves will follow up to make sure the Port is invited to attend. In a conversation with John Vezina (Director of Government Relations at WSF), Gordon learned that the owners of the Buzz Inn property (the current Mukilteo ferry waiting/parking area) are planning to go ahead with a 2-3 story parking garage there. Gordon and Reeves have contacted the Buzz Inn partners and will update when more information is available. Regarding the \$500,000 Department of Commerce grant for planning/engineering/study of the project, Reeves is waiting for the final checks to clear in order to submit for the final reimbursement (approx. \$24,000).

Fairgrounds Property Improvements/Renovations: Reeves recently submitted a \$26,000 request from Island County for the RCEDF (Rural County Economic Development Funds) for reimbursement of half of the fee paid to Puget Sound Energy for the 3-phase power project. **Coffman Kitchen project:** Reeves will meet with Rick Brown of Brown Associates the following morning to go over the plans and walk the building as part of a peer review. Gordon will join them. **On-Call Engineering:** The campground had fallen off of Davido Consulting Group's radar; but they are getting back to it now. Reeves plans to program the \$48,000 for engineering/architect costs for renovating the three main restrooms on the Fairgrounds and the \$21,000 grant from the Washington State Department of Agriculture in the 2021 budget.

Langley Creative District: The Application is due December 31st. At the recent Steering Committee meeting, the partners determined that Memorandums of Understanding (MOU) were too cumbersome to coordinate decided to go with very simple "Collaborative Agreements" with each partner instead. If things don't work out as planned, the State has confirmed that the Port can back out anytime it wants, even after the district has formed.

STATUS REPORTS:

Whidbey Island Fairgrounds & Events Center

- Fairgrounds Advisory Committee (FAC) Report: At the FAC meeting on November 22nd, the Committee reappointed Adam Fawcett to the Tenant Member position and Gwendy Hastings to an At-Large Member position. Wayne Cesaro was newly appointed to the FAC, replacing Jon Beck in an At-Large Member position.
- Fairgrounds Director Report: No report.

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 said Ben Wooldridge (Fairgrounds Maintenance) and Scot Frederickson (Temporary Fairgrounds Maintenance) completed several maintenance upgrades at the Fairgrounds. The Port awarded an approximately \$4,400 contract to McBride Fence to install a 6-ft black chain-link fence at **Bush Point**. The work will start January 21st and finish on January 23rd. The last two floats were removed at **Possession** with Reeves joining in the effort. Other work in November included turning on heaters in the well houses and restrooms at the various facilities, and winterizing the water tender truck.

South Whidbey Harbor

- Harbormaster Operations & Harbormaster Report: Harbormaster Patrick Boin was on hand to present his monthly report. As expected, there was a big drop off in transient overnight and day stop moorage in November. The State reopened recreational crabbing in Marine Areas 8-1 and 8-2 on November 28th after being closed for two weeks. Milltown Sailing Association stayed November 29-December 1; the last yacht club visit for the year. Boin and Assistant Harbormaster Nick Halstead both took advantage of the slower season by taking much needed vacations; Boin in early November and Halstead in early December. Currently the check in and check out times at the Harbor are at the same time – 2:00 p.m. In order to increase usage and availability for day stop visits, Harbor staff is going to move the check in time to 11:00 a.m.

EXECUTIVE DIRECTOR REPORT (continued)

Purchase of AEDs (Automated External Defibrillators): Reeves said the devices will cost \$4,800, of which the Port will be reimbursed almost \$2,100 from the Washington State Department of Agriculture, but he needs Commission approval to spend that money up front as it exceeds his current spending limit.

ACTION: A Motion was made by Halloran and seconded by Gordon to authorize Executive Director Stan Reeves to purchase AEDs for the not-to-exceed amount of \$5,000. The Motion passed unanimously.

Gordon noted as a point of order that it would have been more appropriate to raise the issue under New Business.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: Halloran attended the MRC 2019 Conference in Everett on November 15-16. He said it was outstanding, and the Island County MRC received a special plaque for their work related to education.

Langley: The December 3rd meeting included a lot of discussion regarding climate change. The Council also debated how to divide the budget up to allocate money from the tourism fund.

WPPA: Halloran was not able to attend the Annual Meeting; Gordon and Commissioner Jack Ng did.

Joint Parks Committee: No meeting held.

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

EDC: Since Ng was absent, Gordon invited EDC Executive Director Sharon Sappington to provide a report. He asked how many businesses has the EDC helped start this month. Sappington said they helped two companies start this year. She added some staff – two additional part-time/temporary individuals to help the one existing part-time employee. It's made a huge difference for the EDC.

P&M: Absent; no report

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

COG & IRTPO: Gordon was at the Washington Ports Annual Meeting and was therefore unable to attend.

WPPA: The Annual Meeting had really good groups and great conversations during the sessions. One of the discussions included Nichols Brothers Boat Builders' recently announced expansion to Everett. Their workers need a place to live. Gordon would like to meet with Nichols to discuss workforce housing, which is something that ports can get involved in if it applies to specific areas and specific need. He'd like to explore the possibility of a public/private joint project with Nichols and potentially the City of Langley as well. Gordon asked Boin about the Clipper visits. The Clipper will not be visiting this winter, but he believes they will be back for whale watching in March/April. He's waiting to hear from Puget Sound Express if they plan to return in March. Hat Island is still coming once a month, and they are in the process of having a new vessel built – a 48' catamaran and they hope to be able to come over once a week in the summer. Gordon suggested Reeves should look into grant possibilities for funding/subsidizing passenger-only ferries between Everett & Langley. Gordon would like to meet with Nichols prior to holding a joint meeting with the City of Langley; potentially in January. He asked Reeves to schedule a Port work session in late January to discuss what ports can do with workforce.

CCC: The CCC continues to be very active working on the Gateway Project with Island County planners as the County develops an Economic Development element to include in the County's Comp Plan. Although it sounds like the State won't allow the current boundaries of the RAID (Rural Area of Intense Development) move, they might let some of the zoning "flip" within the RAID. The Port can thank the CCC for its successful involvement in getting the Rural Mobility Grant for the walkway and for the new "kiss and ride" area on Ferry Dock Road. The CCC members thought the State had cleaned up the hillside and the brush around the Welcome to Whidbey and Scenic Isle Way signs, but Gordon let them know that Kisch was the one who did the work. Gordon said the CCC is a really great group.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: The Meeting was adjourned at 7:12 p.m.

Approved:

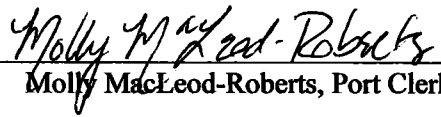


Commissioner Curt Gordon, Clinton



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.