

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

Held at Port office Conference Room, 1804 Scott Rd, Freeland WA 98249

Wednesday, January 15, 2020 at 12:00 p.m.
(Adjourned from Tuesday, January 14, 2020 at 6:30 p.m.)

AGENDA

WORKSHOP (11:45 AM – 12:00 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Oath of Office for Commissioner-elect Curt Gordon

Election of Board Officers for 2020

Appointment of Alternate Auditing Officer

Review of Commissioner Appointments & Committee Assignments for 2020

Consent Agenda: Approval of January Vouchers in the amount of \$69,868.84 and Minutes from the Regular Meeting of December 10, 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 November 2019 Financial Statement

Port Policy for Awarding Public Works Projects and Consulting Services Contracts

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
January 15, 2020 (adjourned from January 14, 2020, due to inclement weather)
Freeland, Washington

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

Port Staff Present: Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), and Pat Kisch (Maintenance & Operations Supervisor) **Absent:** Patrick Boin (Harbormaster)

MEETING CALL TO ORDER: Following a Workshop from 11:45 p.m. to 12:00 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 Wednesday, January 15, 2020*, Port office conference room at 1804 Scott Rd. in Freeland, Washington. Commissioner Curt Gordon (President) called the Regular Meeting to order at 12:00 p.m., followed by the Pledge of Allegiance.
*(*adjourned from January 14, 2020, due to inclement weather)*

CONSENT AGENDA

Oath of Office for Commissioner-elect Curt Gordon: Gordon was sworn into office by Commissioner Ed Halloran.

Election of Officers for 2020:

ACTION: A Motion was made by Commissioner Jack Ng and seconded Gordon to nominate Halloran for President. The Motion passed unanimously.

ACTION: A Motion was made by Ng and seconded by Halloran to nominate Gordon for Vice President. The Motion passed unanimously.

ACTION: A Motion was made by Halloran and seconded by Gordon to nominate Ng for Secretary. The Motion passed unanimously.

The following slate of officers were elected for 2019:

- Commissioner Ed Halloran – President
- Commissioner Curt Gordon – Vice President
- Commissioner Jack Ng – Secretary

Gordon passed the gavel to Halloran, who then presided over the remainder of the meeting.

Appointment of Alternate Auditing Officer:

ACTION: A Motion was made by Halloran and seconded by Ng to have Gordon remain as the Port's Alternate Auditing Officer. The Motion passed unanimously.

Review of Commissioner Appointments:

ACTION: A Motion was made by Ng and seconded by Gordon to retain the same appointments/assignments as the previous year, including Halloran as the delegate for the Washington Public Ports Association (WPPA) and Gordon as the alternate delegate. The Motion passed unanimously.

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 December 10, 2019

ACTION: A Motion was made by Ng and seconded by Gordon to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated January 2020 as signed today in the amount of \$69,868.84. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

November 2019 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the November 2019 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$116,000 in tax, operating and bond revenue and incurred \$124,000 in operating and capital expenses during November 2019. Ending cash balance at 11/30/19 was \$1,337,000 consisting of \$726,000 in the Bond Fund and \$611,000 in the General Fund.

Reeves had also provided his updated cash flow projections through the end of 2019, a preliminary Profit & Loss for December 2019, and a tracking summary of the bond fund. Reeves noted that the Port's operating revenue is a little higher than projected and operating expenses are a little lower. The capital projects are lagging behind (due to the Coffman Building project), which results in an ending cash balance higher than projected. The November Financial Statement shows that **South Whidbey Harbor** is just above breaking even; the preliminary Profit & Loss for December indicates it should come in just above the breakeven point for the year. Gordon noted the Harbor's monthly averages in 2019 were higher than the previous two years. Revenue for the **Fairgrounds** is much higher than projected (largely because of the campground). Fairgrounds expenses are also higher than projected, but not as much. Reeves also provided graphs of the Fairgrounds operating revenue/expenses with and without the property taxes. Without the property taxes, the expenses are higher than revenue. When the property tax revenue is included, it's just about breakeven. He believes the Port's ending cash balance will be about \$15,000 higher than the projected balance in the 2019 budget, partly because some larger expenses (such as election costs) were not received in time to be paid in 2019 and will therefore come out of the 2020 budget instead.

Port Policy for Awarding Public Works Projects and Consulting Services Contracts: Reeves summarized the draft policy he had previously sent to the Commission. It is a revision of the contract with the MRSC (Municipal Research & Services Center) to incorporate the provisions of RCW 53.08.120 (which allows ports to use whatever process they choose for projects/consulting services that are \$50,000 or less) and the provisions of RCW 39.04.155 regarding small works roster procedures. The policy does two things: increases the Executive Director's authority without Commission approval from \$4,000 to \$10,000, and defines the Limited Public Works Process for small works projects/consulting services contracts that will not exceed \$50,000. For those not exceeding \$10,000, Commissioners would ratify the approval by means of the consent agenda at the next scheduled meeting. Gordon recommended adding a line like: "*The Executive Director shall make an effort to notify Commissioners in advance of contracts over \$5,000.*" The Commission agreed.

ACTION: A Motion was made by Gordon and seconded by Ng to approve the Port Policy for Awarding Public Works Projects and Consulting Services Contracts with the proposed additional language as discussed. The Motion passed unanimously.

Mukilteo Parking: Gordon, Ng and Reeves met with the Tulalip Tribes Council on Saturday, January 11th to thank them for their collaboration on the project. Gordon provided a background/history of the project and the Tribes' involvement, and briefly described what both entities got out of the relationship. The Port was able to obtain a Department of Commerce grant that funded the parking demand study and the traffic analysis studies. Without the Port's participations, the Tribes probably would not have been aware of the proposed changes to Mukilteo's Shoreline Master Program until it was too late to provide any real input.

Reeves and Gordon recently had a discussion with the owner of the former Buzz Inn property/ferry holding lanes and the V.P of Land Development at Land Pro Group. They are working on building a 3-story parking garage with storefronts on the site, and during the initial conversation indicated they would be amenable to having 80 parking spaces dedicated for Whidbey Island walk-on passengers. It is fully funded – they don't need anyone's money. As soon as the State has built the road and demolished the buildings on the back end of the property, they want to hit the ground running. They are seeking endorsement/support from interested parties like the Port, and would appreciate the Port advocating for the project with State legislators, etc.

The Port received the final Department of Commerce grant reimbursement of \$25,000. The total amount received was just under \$80,000, going all the way back to 2015. It included at least \$17,000 for expenses that were incurred without any expectation of reimbursement.

Fairgrounds Property Improvements/Renovations: The Port's fourth RCEDF (Rural County Economic Development Funds) reimbursement request of \$26,000 was received in December. After an initial meeting with Rick Brown in the **Coffman Building** in December, Reeves has prepared a professional services agreement with The Brown Associates/Architects to review plans for the renovation in order to find cost savings. Reeves was able to utilize the MRSC roster process to select they type of service needed, view a list of firms and view Statements of Qualifications. He downloaded four of those, including Brown, and came up with a short criteria list and he came out on top. The criteria included the overall qualification of the architect, experience with projects in Island County, experience with projects in Langley and a very small weighted criteria for firms located within the Port District. For the **3-Phase Power** project, Davido Consulting Group (DCG) is pulling together a single page plan "trench detail" that incorporates the plans and specs of The Driftmier Architects and Puget Sound Energy. It will make it much easier for contractors to bid. For the **Campground**, DCG continues to work on design options.

Langley Creative District: The application was submitted on December 31st, and the State's evaluation takes about 60 days. The ArtsWA Program Manager will review the application to make sure it is complete and ask for additional information if anything is missing, but it is in process.

STATUS REPORTS:

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: No meeting held in December. The FAC had experienced difficulty scheduling meetings to appoint FAC members due to the lack of quorum of voting members. Island County Commissioner Helen Price Johnson subsequently asked to remove the requirement of the County's seat being a permanent voting member.

ACTION: A Motion was made by Ng and seconded by Gordon remove the voting requirement of the Island County position on the Fairgrounds Advisory Committee. The Motion passed unanimously.

Reeves will update the FAC Bylaws accordingly.

- Fairgrounds Director Report: Reeves is reviewing and making changes to the Job Description. He will advertise for the position on February 1st and select the individual by March 1st.

Port Operations

Maintenance & Operations Supervisor Report: Kisch presented 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. After another section of a floating dock came ashore at **Possession**, he contacted the Department of Natural Resources (DNR). The DNR crew removed the dock section and 8,000 of creosote material from the area, along with abandoned netting, etc. The restrooms at **Clinton Beach** have been upgraded with motion sensing light switches and LED lamps instead of being on 24/7. The float rollers on the Clinton dock are breaking apart, so Kisch has raised the gangway to save it. Additional welding won't help at this point – the bolts have sheared off, etc. The Port will need to figure out whether to remove the floats or just let them break apart. The float is not safe, and Reeves will come up with a proposal. The floats are not repairable.

South Whidbey Harbor

Harbormaster Operations & Harbormaster Report: Harbormaster Patrick Boin was absent (due to weather conditions), so Reeves presented the monthly report. Vessel traffic was slow during December, but there are still 4 commercial crabbers in the Harbor as well as individual winter monthly moorage customers. Recreational crabbing closes January 31st. Reeves & Boin are working with Reid Middleton on a solution for the gangway landing base on D Dock. Langley's Murder Mystery Weekend (February 22-23) will include the use of Phil Simon Park. Puget Sound Express will return for whale watching March 12-April 26. Two boats recently broke loose from their private mooring buoys near the Harbor; Boin did his best to assist in recovery.

ACTIVITIES/INVOLVEMENT REPORTS

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

MRC: Sound Waters University will be held on February 1st at South Whidbey High School, with 68 classes offered and numerous exhibits. The MRC elected officers and modified the executive committee at the recent meeting. There will be an increased effort in seining/forage fish monitoring) in order to provide verification for all the work done in Cornet Bay.

Langley: New councilmembers Craig Cyr and Thomas Gill and Mayor Tim Callison were sworn into office in December. Infrastructure was the main topic of the meeting with a major discussion of the shut down of 1st Street during the holiday season to work on the sidewalks. The Police Guild Agreement has been signed.

WPPA: No activity.

Joint Parks Committee: No meeting held.

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

EDC: No meeting in December; lack of quorum.

P&M: No meeting held. Reeves said Port Staff is working on a new tri-fold brochure and Ng will be invited to the meeting with the graphic designer.

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

COG & IRTPO: No meetings held in December.

CCC: No meeting held.

WPPA: Gordon hopes to attend Washington Ports' Legislative Day in Olympia on January 28th.

OLD BUSINESS: None.

NEW BUSINESS: Reeves sought approval of the Public Works On-Call Architectural Consulting Services Agreement with The Brown Associates/Architects (as discussed earlier). The consultant will provide

architectural services to the Port on an on-call basis for various Port projects for specified base year rates. The Port will request services on a task order basis and Task Orders may not exceed \$50,000. It is a 1-year agreement and may be extended to a total period of 36 months.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the On-Call Architectural Consulting Services Agreement with The Brown Associates/Architects as presented. The Motion passed unanimously.

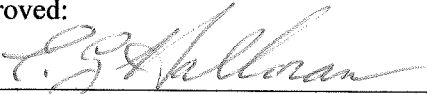
EXECUTIVE SESSION: The Commission recessed into Executive Session at 1:36 p.m. to review the performance of a public employee for an expected duration of 10 minutes. The Commission came out of Executive Session and returned to the Regular Meeting at 1:46 p.m.

Gordon said he would manage Reeves' evaluation. Each of the Commissioners and Reeves will complete the same Evaluation Form. At the next Port meeting, the Commission will meet in Executive Session to discuss the scoring, and Gordon will subsequently meet with Reeves to go over the evaluations. However, Gordon suggested to the Commissioners that they know enough about Reeves' performance in his first 18 months to merit the same pay increase as other Port staff received.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve a 4% increase in pay for Executive Director Stan Reeves effective as of January 1, 2020. The Motion passed unanimously.

ADJOURNMENT: The Meeting was adjourned at 1:50 p.m.

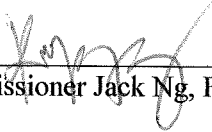
Approved:



Commissioner Ed Halloran, Langley

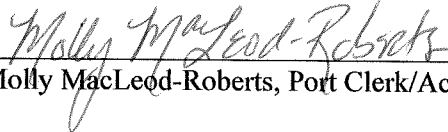


Commissioner Curt Gordon, Clinton



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.