

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
WORKSHOP and SPECIAL MEETING**
Held at Trinity Lutheran Church, 18341 SR 525, Freeland, WA 98249
(In the big community room in the old building)
Wednesday, November 6, 2013 at 7:00 p.m.

AGENDA

WORKSHOP (6:30-7:00 PM): Informal discussion of recent correspondence

SPECIAL MEETING

CALL TO ORDER and PLEDGE OF ALLEGIANCE (7:00 PM)

**Port Draft Strategic Plan and Comprehensive Scheme: Review draft planning documents with
Makers Urban Architecture and Design (7:00-9:00 p.m. approx.)**

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

November 6, 2013

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Dennis Gregoire (Freeland) and Chris Jerome (Langley)

Others Present

Port Staff: Ed Field (Port Operations Manager), Angi Mozer (Port Finance Manager), and Molly MacLeod-Roberts (Port Clerk) **Others:** Julie Bassuk and Betsy Jacobson (Makers Architecture and Urban Design, LLP) and Jim Sundberg (Langley City Councilmember)

MEETING CALL TO ORDER: Following a Workshop from 6:30 p.m. to 7:00 p.m. for informal Commission review of recent correspondence, the Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Wednesday, November 6, 2013, in the Community Room of Trinity Lutheran Church (old building) at 18341 SR 525 in Freeland, WA. As announced, the primary purpose of the Special Meeting was for Commission and Staff review and discussion on the draft Strategic Plan and the draft Comprehensive Scheme project. Although the Meeting was of course open to the public, it was scheduled primarily for Commission and Staff consideration of those specific topics, and public participation was not on the Agenda.

Commissioner Curt Gordon, President, called the Special Meeting to order at 7:04 p.m., followed by the Pledge of Allegiance. It was noted that earlier that day, the Port held an Open House with consultant Makers Architecture and Urban Design, LLC (Makers) from 4:30 p.m. – 6:00 p.m. to get public input on the draft Comprehensive Scheme. The draft Comp Scheme was published on the Port website and an announcement of the Open House was sent on October 16th. Written comments on the draft Comp Scheme will be accepted and reviewed if received by November 15th.

PORT DRAFT STRATEGIC PLAN AND COMPREHENSIVE SCHEME

Review draft planning documents with Makers: Julie Bassuk of Makers presented the most recent version of the draft Comp Scheme (**EXHIBIT A**). She explained, *"We did a round of updates based not only on your comments that we received, but also based on our own quality control – trying to simplify it and make it a little more clear, especially in regards to the Prioritization Tool."* She asked the Commission to review it and provide their comments to Port Finance Manager Angi Mozer by November 15, 2013. Bassuk added that most of the latest changes to the current version were not content, but rather just formatting/editing revisions.

Bassuk provided a brief overview of the draft Comp Scheme. She noted that it lists key projects and initiatives organized by the following Port strategic goals and objectives:

- 1) Support Business Growth
- 2) Enhance Transportation Opportunities
- 3) Maintain and Protect Waterfront Public Access and Recreational Opportunities
- 4) Improve the Port's Financial Performance
- 5) Enhance Community Relations and Partnering

She noted Makers had removed the Levy Rate Comparison chart information from the draft Strategic Plan, so it is now only in the Comp Scheme rather than in both documents.

The Port's property recommendations are grouped by the following three types:

- 1) South Whidbey Harbor
- 2) Port-owned Facilities (Bush Pt., Possession, Clinton Beach and Humphrey Road)
- 3) Jointly-owned Sites (Freeland Park, Dave Mackie Park at Maxwelton, and Mutiny Bay)

In each section, there is a description, history, picture and property line diagram of the sites, as well as a summary of the major issues and recommendations for each one.

Regarding the Prioritization Tool, Bassuk said, *"We've developed what we hope is something that is useful in terms of both prioritizing the project list that is in the Comp Scheme, but also can be used in the future when opportunities present themselves - you can revisit how you rank things."* A simplified version of the Tool is included in the current draft, but the full Excel tool will be provided to the Commission separately.

Bassuk said she was pleased that Makers was able to accomplish the following goals set by the Commissioners in the beginning of this process:

- Did not over-focus on South Whidbey Harbor; provided an evenhanded approach
- Pulled in more opportunities for economic development, including opportunities for transportation related to economic development
- Provided some financial tools and some community outreach and partnering
- Identified a shorter list in priority order (highest, secondary & lowest priority actions) for the Port to focus its limited resources (staff time and budget). She explained that the Port has the capacity to do 4-5 things from the list over the next 2-3 years.

Betsy Jacobson of Makers provided a brief recap of the Open House held earlier that day. She reported that there were a lot of questions about the Port's properties (ownership, specifics about what is on the property, history, etc.) She also has a list of additional stakeholders that should be involved in future planning processes. Two individuals from Island Beach Access came up with some project ideas, including some sort of coordinated signage system to let the public clearly know where there is beach access and where it ends. Increasing ADA access at the boat ramps was also brought up by attendees. Regarding signage, Gordon said the County should handle that since almost all of the public access is County owned. He added that he wasn't sure signage was related to economic development. Commissioner Dennis Gregoire disagreed, but said they could discuss it later.

Bassuk added that the big theme she heard during the Open House concerned non-motorized marine access (better kayak launching, specifically at the South Whidbey Harbor in support of tourism economic development). The suggestions included adding floats to the breakwater for kayakers to use, or anything else that could be done near-term rather than wait until the Harbor Master Plan is complete. Other comments about the Harbor included excitement about the possibility of a passenger foot ferry and installation of a funicular or other connection to get people up and down the hill. There was also some discussion about the light industrial zone near the airport. On the transportation note, the mayor of Langley suggested adding an initiative to form a partnership to purchase Smart cars for a "Cars 2 Go" type enterprise in Clinton and Mukilteo to allow more individuals to walk on the Washington State Ferries. The Commission felt that was too specific.

Gregoire suggested the Comp Scheme should also include a description of the goals and objectives the Port has achieved at the South Whidbey Harbor since the last Scheme was adopted, so the Port can take credit for it. Gregoire and Staff agreed to provide the needed information to Makers, and Bassuk said they will figure out the best way to include it in the document.

The Prioritization Tool was developed around the following three questions:

- 1) Does the project/initiative support the Port's strategic goals?
- 2) Would another agency or the private sector be better able to provide this service?
- 3) What is the inherent level of risk in pursuing the project/initiative?

The Tool works by answering those three questions and ranking each project or initiative relative to the list of other projects or initiatives. The Project Prioritization Matrix and the Initiative Prioritization

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Matrix in the draft demonstrate how the tool is used with rankings determined by answering one of four ways: strong agreement, partial agreement, neutral or unknown, and has a negative impact.

Jacobson provided a demonstration and explanation of how to use the Prioritization Tool to determine rankings, and explained how they can be automatically updated as needed for new opportunities. Bassuk noted that projects and initiatives are ranked separately rather than against each other, because otherwise the projects would always win. It is Makers' "gut call" that the Port can do 1 or 2 big capital projects and 1 or 2 initiatives that don't cost money at the same time.

Jacobson will send the Commission the Excel tool after the meeting, and Bassuk encouraged them to look at where the projects ended up in the priority list and then look at the specific rankings for that project to find out why it is listed there. Gordon said he wasn't sure he wanted the Tool to be included in the Comp Scheme. Commissioner Chris Jerome confirmed that Makers wanted the Commissioners to use the tool and provide their rankings to Mozer in the next couple of weeks. Gordon thought the Commission would have had the information before tonight to be able to weigh in on it during this meeting, and that hasn't happened. He asked when the Port would next meet with Makers, and Bassuk said that this meeting is the last one scheduled. Gregoire believed an additional meeting would be needed. Bassuk explained that it was never their intention to have the Commission prepared to provide all their comments tonight. This meeting was intended as an opportunity to hear the public comments from the Open House, and to have that in mind as each of the Commissioners does a detailed review of the draft Comp Scheme. The idea is that the Commission would either submit their individual comments to Mozer and/or hold an additional Special Meeting (without Makers) to discuss their comments. Mozer would then forward those comments to Makers to update the Comp Scheme accordingly.

Jerome said, *"We need to have a list of projects/initiatives in the Comp Scheme, because if they are not in there, we can't do them. What we don't need in the Comp Scheme, if it becomes contentious, is a prioritization of those projects/initiatives."* Gregoire and Gordon agreed. Jerome said they could either not prioritize them in the Comp Scheme, or include them if the Commission is in agreement after using the tool and submitting their comments to Mozer. The Commission agreed they would hold another Special Meeting as needed (without Makers).

Gordon said it sounds like Makers did a great job developing the Prioritization Tool, but reiterated that he does not like the idea of having the Tool in the Comp Scheme. The Commission agreed. Bassuk said it is not a problem to take the Tool matrix and details out, but the results (the prioritized list of the projects) should remain in the Comp Scheme. Bassuk suggested that instead, Makers could describe in text how the list was prioritized, and provide a brief explanation as to how they used the Tool to develop it. Gordon and Jerome agreed with that approach.

Gregoire said he had a problem with how the Port sets priorities for doing things that require considerable input from the outside, for example, the South Whidbey Harbor project "Develop a Master Plan and identify capital investments." The issue is that the Port needs to have a program that evaluates what the Port has done at the Harbor for the last 6 years before that project can begin. He said there are too many unknowns when it comes to those things that require input from outside, and the projects aren't fully defined, so he doesn't want them to be prioritized. The previous Comp Scheme just listed all the potential projects and initiatives without prioritization and he prefers that approach. Gordon and Jerome disagreed with him; they believe prioritization is needed.

As the Commissioners do their detailed review of the Comp Scheme and utilize the Prioritization Tool over the next couple of weeks, Gordon suggested that if any of them come up with new questions or have questions that should be removed, they should forward that to Mozer for distribution to the others so they

are all answering the same questions. Gregoire asked about adding projects, and Gordon suggested the same process should be followed (send to Mozer so she can forward to the other two).

Gordon asked for a timeline of the next steps. Bassuk said deadline for public comment (submitted to Mozer) is November 15th. Once the Commissioners have submitted their comments to Mozer, she will compile all the comments and send them to Makers. Once received, it will take Makers approximately two weeks to update the Comp Scheme based on those comments. If the Commissioners get their comments in by November 15th, Makers could have a final Comp Scheme sent electronically to the Commission by December 8th and it could be ready for adoption at the regular December meeting following a public hearing. Any changes at that point would need to strictly be editorial, such as “tweaks” to the language.

Per Gregoire’s request, the Commission agreed to add the following initiative: Work with Island County to add an Economic Development Element to the Island County Comprehensive Plan.


Mozer will resend the most recent draft Comp Scheme and Makers will email the Excel Tool to the Commissioners. The Commission agreed they would work on getting their comments to Mozer by November 15th.

ADJOURNMENT: The Special Meeting was adjourned at 8:35 p.m.

Approved:



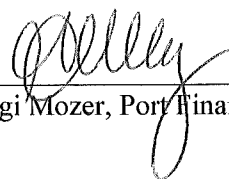
Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland

Commissioner Chris Jerome, Langley

Minutes reviewed by:



Angi Mozer, Port Finance Manager

Exhibit A: Draft Comprehensive Scheme (October 2013)