

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND  
WORKSHOP and SPECIAL MEETING**  
Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA  
Tuesday, February 26, 2013 at 5:30 p.m.

**AGENDA**

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMP SCHEME AND STRATEGIC PLAN (5:30 – 7:00 P.M.)

**Meet with Makers Architecture and Urban Design, LLP (5:30 – 6:30 P.M.)**

**Commissioners' Discussion (6:30 – 7:00 P.M.)**

ADJOURNMENT

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

### Minutes of the Special Meeting

February 26, 2013

Freeland, Washington

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

\*Jerome did not arrive until 6:00 p.m.

#### **Others Present:**

**Port Staff:** Ed Field (Port Operations Manager), Angi Mozer (Port Finance Manager), and Molly MacLeod-Roberts (Port Clerk) **Others:** Julie Bassuk and Gerald Hansmire (Makers Architecture and Design, LLP)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, February 26, 2013, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for Commission and Staff to meet with Makers Architecture and Urban Design, LLP regarding the Comprehensive Scheme and Strategic Plan. Although the Meeting was of course open to the public, it was specifically scheduled for discussion of the Comprehensive Scheme and Strategic Plan and public participation was not on the Agenda.

Commissioner Gordon, President, called the Special Meeting to order at 5:36 p.m., followed by the Pledge of Allegiance.

#### COMPREHENSIVE SCHEME AND STRATEGIC PLAN

**Meet with Makers Architecture and Urban Design, LLP (Makers):** At the regular February meeting, the Commission had discussed Makers' Draft Work Scope and Budget as of 2/8/13 (**EXHIBIT A**) and Commissioner Gregoire had indicated he would like to see a timeline laid out and take a hard look at Makers' Assumptions as well. He provided copies of a document he prepared (**EXHIBIT B**) listing 5 Steps/Actions, Issues/Topics for each of the steps, the products from them, and a timeline as he envisioned it. The steps were as follows: 1) Interviews, data gathering; 2) Opportunities and Constraints; 3) Strategic Plan Options; 4) Comp Plan Options; and 5) Commission Adopts Plan.

Gregoire said the single family waterfront residences are a significant part of South Whidbey's economic engine and they need more data regarding those and the impact of the County's Shoreline Master Plan on them. He said it's also important for the Commission to discuss the options for a Strategic Plan to determine the best fit for the Port. For instance, the Port might want to create a Facilities Development Plan as an alternative. He stressed the importance of "having a pretty good package put together" prior to going out for public involvement, and said the Port should provide Makers with as much background data in advance as possible.

Gerald Hansmire and Julie Bassuk provided additional information on Makers' background and experience in developing Strategic Plans and Comprehensive Schemes. Bassuk started by saying Makers' absolutely agrees with the Gant chart-type schedule for each project as Gregoire demonstrated and added that he was also correct that many of the steps in the scope could happen at the same time. Hansmire explained that they had prepared the Draft Work Scope and Budget to provide budget numbers and scope for each (\$9,705 for Strategic Plan and \$20,980 for Comp Scheme, including \$5,000 allowance for BST Associates' economic review and existing data summary) and identify the steps.

Bassuk said the first step would be to concurrently complete the first 3 Strategic Plan items (Interviews with Commissioners, Interviews with Port Staff, and follow-up work session with Commissioners) and the first 2 Comprehensive Scheme items (Review existing plans and data, tour Port facilities and review existing plans and projects with staff), with Port staff providing some useful background information in advance. She anticipates it will take 4-6 weeks to complete the first step. After that first focused effort,

Makers will go back to their office and process everything they've learned and come up with some early thoughts on opportunities and constraints based on the tour and those initial discussions. Bassuk said, *"It won't be a real formal product, and due to your budget we're not going to do a real Facility Characterization Report."* Gregoire interjected that the Port will do that, and he is willing to work with Staff on organizing that information to provide to Makers. Hansmire cautioned that it did not need to be too detailed. He added, *"We also want to be sure that the things we have in the Comp Scheme are consistent with Island County's Shoreline Master Plan, and they need to relate back to the Port's Strategic Plan."*

Bassuk said the next step in the process would be a work session with the Commission to get consensus for the Strategic Plan's goals and objectives. Based on the information gathered in the first step, Makers will create a short list of some of the opportunities and constraints and come up with a facilitation guide for the work session. She explained the goal would be to come out of that session with a draft of the main cornerstone policies and pillars of the Strategic Plan. After that, Makers will go back to the office and do two things – draft a Strategic Plan and draft a Comp Scheme "starter" project list (simply ideas for areas of investment at both current facilities and also where there are other opportunities for economic development).

Once that step is complete, there will be another special meeting, and Makers will provide all the material in advance so that the Commission can review it and come to the meeting with their comments and questions. Bassuk explained they will be discussing the draft Strategic Plan and how to get to the final version as well as the draft project list and items that need to be added/removed and provide other input. She said, *"That will be a great way for us to get some early feedback on the Comp Scheme without having to prepare a full draft. It's just the backbone of it."*

As noted earlier, the first step will take 4-6 weeks. Bassuk said the second step would take 2-3 weeks, and the third step another 4-6 weeks, which would bring it to June. Makers would then finalize the Strategic Plan and draft the Comprehensive Scheme. Gordon asked where public input comes in, and Bassuk said it would start in Step 3 – early in the Comp Scheme process. She added that there are several ways to get public input, including holding stakeholder interviews. She suggested the Port could identify 6 key stakeholders and Makers could conduct those interviews on the same days as the meetings, etc.

Gregoire said they need to look at the economic engine of the Island and get some hard data – is it tourism? Gordon agreed the data would be helpful. Bassuk said that Paul Sorenson of BST Associates would be able to pull together the economic context with the focus on tourism and he would do a very good job. But she cautioned that BST is very expensive and only 30 hours has been budgeted, so the Port will need to be very specific as to the scope of the work to be done. The Commission agreed they would need to discuss the scope and identify the type of economic data they were interested in gathering prior to calling in BST. Field suggested the Commission could provide that information to Makers during their individual interviews, and the Commission agreed.

After brief discussion, the Commission agreed that public input should be sought after the Strategic Plan is finalized and the project list for the Comp Scheme has been completed. Gregoire suggested they could hold an Open House before the Commission meeting to present the project list. The Commission agreed.

Field asked if it would be possible for the technical folks at Makers to look at Resolution No. 92-5, relating to the use of non-toxics and noise constraints, etc. and provide a reasonable option to amend it. Bassuk said they could make very general recommendations, but legal expertise is not something they do. She suggested Staff could do a quick "best management practices" research effort and call up other ports and the Washington Public Ports Association (WPPA) to find out what other ports are doing, so the Port of South Whidbey could then come up with its own Best Management Practice. Jerome said he would prefer the Port deal with it outside of the Comp Scheme, and Gregoire and Gordon agreed.

Bassuk said the final step would be for Makers to come back for their 4<sup>th</sup> and final meeting, again including public input, with the draft Comprehensive Scheme and the Port's developed Strategic Plan. The Port would formally approve the Strategic Plan and Makers would then finalize the Comp Scheme for Port approval.

Gregoire said that adoption of the Comp Scheme requires the SEPA (State Environment Protection Act) process. He suggested they could use Steps 3 and 4 to figure out how to implement them as part of the SEPA process. Bassuk said, *"To be safe/conservative, some ports do SEPAs on comp plans, but it is very unclear whether that is required. I've been to WPPA conferences where it was discussed and I've worked with ports that do SEPA when they adopt their comp plan and I've worked with ports that don't."* Gregoire felt SEPA is a tool that assists the Port in decision making by getting input from other agencies. Bassuk said it would be a SEPA at the programmatic level; not project specific. It could be done in a checklist format that provides an overall impact of the Comp Scheme. She explained that the reason it's a grey area is because the Comp Scheme is a plan of intention – it is not an action plan.

After additional discussion, the Commission asked Makers to prepare an estimate on the cost for them to prepare a SEPA for the Comp Scheme. The Commission also noted that the SEPA could be done "in-house" and Gregoire said he could coach Mozer on the process.

Bassuk estimated it would take Makers about six months (start to finish) for the Strategic Plan and Comprehensive Scheme, but the SEPA process would add at least an additional month to that timeframe.

Bassuk and Hansmire agreed to provide a Gantt chart/schedule with the scope, as well as a SEPA budget and time implications, by noon on March 8<sup>th</sup> for discussion at the regular March meeting on the 12<sup>th</sup>.

**ACTION: A Motion was made by Jerome and seconded by Gregoire to accept Makers' initial proposal of \$30,685 for Work Scope and Budget for the Port's Strategic Plan and Comprehensive Scheme as previously submitted. The Motion passed unanimously.**

Bassuk encouraged the Port to start developing the stakeholder lists and gathering the background information. Field said he planned to start the Facility Survey in the next few days. Makers will also provide a contract for Commission signature at the March meeting.

**ADJOURNMENT:** The Special Meeting was adjourned at 7:27 p.m.

Approved:

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

Minutes reviewed by:

  
\_\_\_\_\_  
Edwin S. Field, Port Operations Manager

\_\_\_\_\_  
Commissioner Dennis Gregoire, Freeland

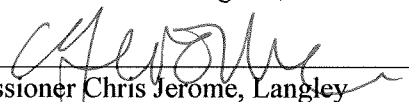
  
\_\_\_\_\_  
Commissioner Chris Jerome, Langley

Exhibit A: Makers' Draft Work Scope and Budget as of 2/8/13  
Exhibit B: Steps/Action Chart (Gregoire)