

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
WORKSHOP and SPECIAL MEETING**
Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, March 25, 2014 at 6:30 p.m.

AGENDA

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

SPECIAL MEETING

CALL TO ORDER and PLEDGE OF ALLEGIANCE (6:30 PM)

APPLICATION FOR FUNDS

Island Beach Access

POSSESSION BEACH WATERFRONT PARK BOAT RAMP RENOVATION PROJECT

Coast & Harbor Engineering

Recreation & Conservation Office Grants

SOUTH WHIDBEY HARBOR

Phase 1 Construction Update

Outside Mooring

ORGANIZATION RESTRUCTURE

Recommendations for Future Operations

COMPREHENSIVE SCHEME

Strategic Plan for Jointly Owned Boat Ramps – Process

ISLAND COUNTY FAIRGROUNDS STRATEGIC PLAN

EXECUTIVE SESSION

Review the Performance of Public Employee

APPROVAL OF VOUCHER(S)

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

March 25, 2014

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Dennis Gregoire (Freeland) and Ed Halloran (Langley)

Others Present

Port Staff: Angi Mozer (Port Finance Manager), Molly MacLeod-Roberts (Port Clerk) and Dane Anderson (Management Consultant)

Others: Celeste Erickson (South Whidbey Record); and Mike McVay, Jane Seymour, Marianne Edaine and Mel Trenor (Island Beach Access)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, March 25, 2014, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for the Commission to address the items on the Agenda and hold an Executive Session to review the performance of public employee(s). Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on the specific issues listed and public participation was not on the Agenda.

Following a Workshop from 6:00–6:30 p.m. for informal review and discussion of recent correspondence Commissioner Curt Gordon, President, called the Special Meeting to order at 6:30 p.m., followed by the Pledge of Allegiance.

APPLICATION FOR FUNDS

Island Beach Access (IBA): At the regular March meeting, the Commission agreed to put a \$5,000 placeholder for IBA's Application for Funds pending additional discussion and clarification at this Special Meeting. Gordon said his understanding from the March meeting was that the group's request was for website development and field work for mapping. Mike McVay explained that the request started off mainly to fund signs, but then the group realized they didn't know exactly where the public access areas were (property boundaries and definitions, etc.). It evolved into developing a website that would have accurate and reliable information related to public beach access locations. IBA needed to accumulate more information. He presented the Commission with a list of Boat Launches and Beach Accesses of South Whidbey (**EXHIBIT A**). McVay explained that the signage issue needs to be addressed not just for upland usage, but also for arrivals from the water side (fishermen, kayakers, etc.). Much of the needed information can be gathered from Island County records. Jane Seymour said IBA has become very good at researching properties there as well as in Olympia (Department of Natural Resources, etc.). IBA also paid for a survey to identify the public beach access at Marissa Lane. That now has signage and is open to the public.

Commissioner Dennis Gregoire said the Port wants to support IBA's efforts toward public beach access, but he thinks additional time will be needed for Port staff to work with IBA in identifying how the funding can be used. He proposed leaving it on the table with the placeholder. Gordon said it was very important that the Port pays for signage only on property that is non-contested and is clearly defined as legal public access. He had expected IBA to submit an application for funding signage (visible from both the land and the water side) at known public beach access sites. He fully supports that concept. He did not expect an application for funds for website development. Commissioner Ed Halloran said he loves the idea of having a website that clearly identifies public beach access sites. He said, "*But we have to be sure that for every single one of them that we have a really definitive position on that piece of property before putting up signs or posting it on a website. I don't think we are anywhere near ready to start spending money on a website until we've got some of this grunt work done.*"

ACTION: A Motion was made by Gregoire and seconded by Halloran to continue to work with Island Beach Access and leave \$5,000 as a placeholder.

Halloran suggested that if IBA could identify 2 or 3 “ironclad” places, the signage process could be started there. Gordon suggested they could also pick just one spot that they were “90% certain” about and use the Port’s funding for a property survey. Gregoire added that IBA could start with Port-owned and jointly owned property and provide signage from the water side.

The Motion passed unanimously.

Gordon said, *“So, we’ll need to have more discussion. We’ll leave the grant amount as a placeholder, but we need definition and the project needs to be clean.”* Gregoire volunteered to work with Port staff and IBA to keep the ball moving. Halloran suggested some progress meetings along the way before coming back to the table would be helpful so the Commission can see there is a process in place and definitive actions to be taken have been identified. McVay said the 15 sites on the list were really not contested – he left off everything that was contested.

Seymour asked, *“What is the status of our application regarding web development?”* Gordon said, *“If you knew that you had ‘lock tight’ accesses that were not contentious, maybe you could get a backbone built that described those and then build on that and possibly use some of this funding to get that started. As opposed to what we heard at the last meeting, which was that it was a combined website development with field work by volunteers on property that may or may not be private property.”*

Mel Trenor introduced himself as the head of IBA’s Signage Committee. He recently spoke with the director of Washington Water Trails and they are very interested in working with IBA and sharing data to help provide signage along the Cascade Marine Highway as they have done quite successfully in San Juan County.

POSSESSION BEACH WATERFRONT PARK BOAT RAMP RENOVATION PROJECT

Coast & Harbor Engineering (CHE) and Recreation & Conservation Office (RCO) Grants: After Management Consultant Dane Anderson and Gregoire had met with CHE at their Edmonds office, Anderson said they had a good session with CHE staff early last week when they did an on-site visit. CHE got most of the material they were after from Port files regarding the existing as-builts for the ramp, the property data and RCO encumbrances, etc. They then went to Possession and took soundings on the pilings and other data gathering. Anderson said, *“It was enlightening for them, because when they were presenting their data, CHE made the statement that the beach was non-accreting, and I took issue with that, telling them ‘just wait until you get down there and you will see what is actually going on.’”* When CHE got there, it was very obvious to them that the beach is in fact accreting. Anderson followed up the visit with an email reminding CHE that the Port is waiting for their revised timeline. He has not received a response yet.

Gregoire doesn’t think RCO’s schedule will match up very well with the Port’s schedule. Port Finance Manager Angi Mozer explained that the signed Project Agreement for the planning grant does have a schedule associated with it, but it is a very long schedule that actually takes advantage of the full two-year cycle. RCO is “unofficially” aware that the Port is trying to apply for the construction grant for the project by the July 1st deadline. Anderson recapped the current status as follows: As of right now, the RCO contract says the Port will have permit in hand and construction documents ready, and associated with that agreement is a timeline that goes out two years. In a conversation with RCO Project Manager Kyle Guzlas, Mozer explained that was unreasonable, and said what the Port can and will do (and beat the timeline) is have 30% permit application documents in by July 1st and then the permits will absolutely be in hand by the end of the two-year timeline. If RCO approves the construction grant, then the Port will be ready to build when the permits are issued, but will not be at 100% because the construction grant will be used to fund getting from 30% to 100%. Because the Port has a good track record with RCO, we will essentially be granted a leniency in that we won’t have permits in hand before applying for the construction grant on July 1, 2014, but we will have them by the time the construction grant is funded in June 2015.

Anderson reiterated that it was very informative and enlightening for the CHE team to visit the Possession site and discuss the ramp conditions with Possession Park Manager Wayne Nance. His “real world experience” was exactly what CHE needed to complete their data collection. Regarding CHE, Gordon said, *“There’s no excuse not to get in gear now. Granted there were fact findings and staff changes and other things that had to be done, but I’m hoping we see some production out of everybody now.”* Halloran asked if there were at least two progress milestone meetings to take place between now and the July 1st deadline. Anderson said there are six tasks in the contract and he expects CHE to provide a timeline indicating when each of these tasks will be completed, and when they bill the Port, CHE needs to articulate the details of the work they’ve done related to those tasks. He added, *“The ball is in their court right now; I am waiting for them to respond to my request for the timeline.”*

SOUTH WHIDBEY HARBOR

Phase 1 Construction Update: Anderson said the City of Langley had issued the Certificate of Occupancy earlier in the day. The Seattle Singles Yacht Club has made reservations for the upcoming weekend and will be the first group to use the new docks.

Outside Mooring: Mozer provided the Commission with copies of the Projected Timeline for the Outside Mooring Project (**EXHIBIT B**) she had drafted. She said it would be great if the Port could complete the project by the end of the year. For InterLocal Agreement purposes, she let Island County Budget Director Elaine Marlow know that the Port hopes to reach Substantial Completion by March 31, 2015 to allow some leeway with the schedule. The Port definitely wants the outside mooring open for the 2015 boating season. Gregoire asked if the project would require permits. Mozer, Anderson and Gordon agreed it should fit under the Port’s current Maintenance & Operations permit and there is no underwater work involved. Anderson added that the County had just extended that permit for another year. Gregoire suggested the Port should make sure to get it in writing from the City of Langley that a permit is not required.

ORGANIZATION RESTRUCTURE

Recommendations for Future Operations: At the regular March meeting, Anderson had presented information regarding the current state of each Port facility, the current resources and support to provide the level of service at each of the facilities, and the costs and revenues associated with each one. He explained the next step in the process is for him to make recommendations as to how that same level of service can be met using a different support structure. He added, *“And that’s really Port-wide – there are facilities that we’re not using to their fullest potential now that we could. As an example, the Port is currently paying rent for the Freeland office and one idea would be to use the Bush Pt. residence as the Port office instead. Those are the kinds of things I am thinking about, and I will put it into the analysis that shows how we can take our existing facilities and really maximize the utilization of them – and in some cases, increase revenues. Some of those revenue increase ideas will be significant changes from what we’re doing now. I will present those ideas and the Commission will make the decision as to whether or not to enact them. Each one of those ideas will be reflected in the financials of each facility moving forward.”* He asked if that process was acceptable to the Commission. Gregoire agreed the inventory of the facilities (current state, how each is supported, cost, etc.) needs to be done, as well as evaluation of current Port staff as to how their skills relate to the existing Port structure. However, he sees alternative uses and potential revenues as secondary priorities for Anderson’s efforts, and thinks they should be dealt with later under the new Port structure by an executive director, etc. Anderson’s package could include conceptual alternatives, but Gregoire thinks the main priority is the inventory. Gordon believes Anderson’s efforts should be directed toward increased efficiency of the existing facilities and a focus on the support individual (maintenance & operations supervisor) that will be helping the executive director.

Regarding the organization restructure, Halloran explained he took a very pragmatic approach to it: Where is the money? Where are the losses? Where are the gains? And what can be done to meet the requirement of more efficiencies when you’re left in between costs? He described himself as “a rather

hard-nosed manager about the money side of it” because he thinks the money side of it drives decisions about organization. Gordon agreed, and after observing Port Staff and the various work tasks performed he reached the conclusion that the Port can have a strong Executive Director who understands finance and the efficiency of the rest of the facilities would be better served by an individual that is a bit more hands-on and is also accountable. The two big issues for Gordon are accountability and efficiency. Accountability was an issue because there was no clarity in the positions, and for him it would be much easier to have one top individual (Executive Director) where the buck literally stops, a Port Clerk, and one specific individual (Maintenance & Operations Supervisor) to manage all the facilities. Gordon said, *“The ending result of our Comp Scheme was to try to get our own house in our order financially and do the best we can with our money. I think this restructure is a great opportunity to do that.”*

Gregoire said one of the Port’s biggest problems is that Island County opted not to include an economic development element in their Comp Plan or GMA (Growth Management Act). He explained that he had tried to work with Langley and the County on their Shoreline Management Plans to include economic development but he had not been successful. He thinks having a different organization structure, with an Executive Director to take on that work would be helpful. That individual could also work collaboratively on efforts with the South Whidbey Parks & Rec District and the County.

Gordon recapped the history, projected timeline and plan for the organization restructure. Project Manager Ed Field completed his work as of April 4th. Mozer will be out on maternity leave for 9 weeks during June/July and Anderson will provide coverage while she’s gone. The plan is to hire the M&O Supervisor by June 1st. Along with the Commission, they will also work on drafting a job description for the Executive Director position which will be filled by the end of the year.

Gregoire questioned the hiring sequence – he thinks the Executive Director should be hiring the staff that works for him/her, including the M&O Supervisor. Halloran said the focus should not be on the hiring process, but rather on clearly identifying the work the individual will be doing so the Port can hire the right person for the position. Gordon said although they do need to start thinking about the Executive Director, but short-term they need to hire the M&O Supervisor.

Anderson has draft job descriptions for the M&O Supervisor and the Executive Director, and current pay scale for those types of positions on the Island. He asked the Commission if they wanted to be involved in hiring the M&O Supervisor or if he and Mozer should handle it. Gordon said he wants to be involved in the job description, but Mozer and Anderson should do the hiring. Gregoire said he wasn’t sure about the hiring.

At the regular April meeting, Anderson will present a draft package that includes a review of operations and recommended organizational changes. He explained his intent in presenting the ideas is to provoke conversation, noting that there many implications.

COMPREHENSIVE SCHEME

Strategic Plan for Jointly Owned Boat Ramps – Process: Gregoire plans to meet with Island County Commissioner Helen Price Johnson and South Whidbey Parks & Rec Executive Director Doug Coutts to discuss the issue.

ISLAND COUNTY FAIRGROUNDS STRATEGIC PLAN: The Economic Development Council (EDC) held a meeting last week. Gregoire said they are not done gathering public comment on the Plan. Two more public meetings are scheduled. The EDC is not ready to go to the Island County Commissioners and will not make their recommendation until May. Another EDC member said there is too much in the Plan and it needs to be dissected, broken down, and relegated to some sort of working group that takes it up and manages it. Gregoire thinks the Plan also needs to be related to the economic development element in the GMA (Growth Management Act). At the recent EDC meeting, he was asked

directly “what role does the Port think it wants to play in the Fairgrounds?”, and his response was: “I think that’s a fair question, but we need to talk about it.”

Gordon said he will attend the fairgrounds meeting tomorrow in the Kaufman Building. He said, “I have very strong feelings that the Fair itself needs to be preserved (in terms of the annual event). And I feel strongly there needs to be a separate group that manages the fairgrounds the rest of the year. Is it this Plan? I don’t know. Let’s wait and hear what the public says tomorrow and at the second Oak Harbor meeting next week.” The Commission agreed to table further discussion.

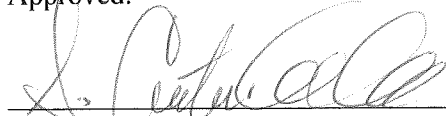
EXECUTIVE SESSION: The Board of Commissioners went into Executive Session at 8:20 p.m. for an expected duration of 15 minutes to review the performance of public employee(s). The Board came out of Executive Session at 8:25 p.m.

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. The vouchers so listed and presented are summarized on the attached Voucher Listing (**EXHIBIT C**).

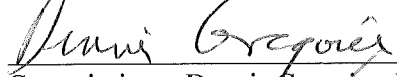
ACTION: A Motion was made by Halloran and seconded by Gregoire to authorize and accept the Voucher dated March 25, 2014 as signed today in the amount of \$13,237.09. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 8:27 p.m.

Approved:



Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland



Commissioner Ed Halloran, Langley

Minutes reviewed by:



Dane Anderson, Management Consultant

- Exhibit A: IBA’s List of Boat Launches and Beach Accesses of South Whidbey
- Exhibit B: Projected Timeline for the Outside Mooring Project
- Exhibit C: Voucher Listing