

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING
LOCATION: Freeland Library Conference Room, Freeland
DATE: March 14, 2007

7:00 PM – 7:30 PM WORKSHOP

1. 7:30 PM - REGULAR MEETING
 - A. Call to Order
 - B. Pledge of Allegiance

2. BUSINESS MEETING
 - A. Consent Agenda:
Vouchers on file: Vouchers #2960 through #2990 in the total amount of \$99,658.78

3. ACCOUNTANT REPORT:
 - A. January 2007 Financial Statement

4. PUBLIC COMMENT – Items not on Agenda.
 - A. Whidbey Open Studio Tour: Application for Funds for Off-Island Advertising (Skip Smith)

5. PROJECT ACTION ISSUES - Staff Report, Public Comment, Commissioners' Discussion
 - A. Langley
 1. City – Port Negotiations
 2. Breakwater Acquisition: Update
 3. Marine Engineering: Further Direction for Art Anderson Assoc.
 - 4.
 - B. Possession Beach Waterfront Park
 1. Manager Hiring Schedule
 2. Estuary Restoration Feasibility Study: Status Update

6. COMPREHENSIVE PLAN ISSUES: Status Update and Next Steps

7. ACTIVITIES/INVOLVEMENT REPORTS

- A. Economic Development Council (EDC)
- B. Council of Governments (COG)
- C. Skagit-Island Regional Transportation Policy Organization (RTPO)
- D. Marine Resources Committee (MRC)
- E. Washington Public Ports Association (WPPA)
- F. Port Logo Contest: Entries from South Whidbey High School Graphics in progress

8. OLD BUSINESS

- A. Regular April Meeting: April 4 at Freeland Libray

9. NEW BUSINESS

- A. Whidbey Scenic Isle Way: WSDOT Grant Approved
- B. NW Workforce Devel. Council WIRED Proposal submitted for Regional Marine Mfg.

10. EXECUTIVE SESSION

11. ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 14, 2007

Freeland, Washington

Present at the meeting were:

Commissioner Lynae Slinden, Clinton
Commissioner Rolf Seitle, Langley
Commissioner Geoff Tapert, Freeland
Ed Field, Port Manager
Amber O'Brien, Port Clerk

Dennis Gregoire, Comp Plan Facilitator
Jeff VanderFord, South Whidbey Record
Greg York, Art Anderson Associates
Skip Smith, Open Studio Tours
Kathleen M. McLaughlin, Clinton Resident
Mikkel Hustad, Clinton Resident
Herb Helsel, Langley Resident

Absent: None

1. MEETING CALL TO ORDER:

Following a Workshop session from 7:00 to 7:30 pm, the regular meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on March 14, 2007, at the Freeland Library Conference Room in Freeland, WA. Commissioner Tapert, President, called the meeting to order at 7:30 pm., followed by the Pledge of Allegiance.

2. BUSINESS MEETING – THE CONSENT AGENDA:

A. Consent Agenda:

1. Minutes: None at this time.
2. 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 A**).

ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Seitle to accept the Consent Agenda, including authorization of Vouchers #2960 - #2990 for a total amount of \$99,658.78. The Motion passed unanimously.

3. ACCOUNTANT REPORT:

A. Financial Statements: The Commissioners accepted the January 2007 Financial Statement (**EXHIBIT B**).

4. NON-AGENDA ITEMS / PUBLIC PRESENTATIONS:

A. Whidbey Open Studio Tours: Skip Smith of Whidbey Open Studio Tours was on hand to request funding in the amount of \$2,500 from the Port for its 11th annual tour, as per his Application for Funds (**EXHIBIT C**). He said that the funding would be used to pay for off-Island advertising to promote the tour. He continued by noting that the artists of South Whidbey are a major part of South Whidbey's economy, and this tour promotes their work while promoting economic development in Island County. Commissioner Seitle asked if funds for this purpose had been requested from other sources. Smith said that Whidbey Telecom has agreed to support the general operations with a \$2,500 grant and the rest of the budget comes from the artist's entry fee of \$40.00 each. Commissioner Seitle recommended that Smith contact Seattle or Sunset magazines to ask for help with advertising the tour. They may do the advertising as a public service. Smith said that most of those magazines have a very limited public service budget. Commissioner Tapert asked if the artists are local. Smith said that all of the artists are local. Commissioner Tapert asked how many of the artists also participate in Choochokam. Smith did not know how many of the artists participate in Choochokam but said that he had provided a list of the artists to the Choochokam Board who planned to contact the artists for that purpose. Commissioner Tapert said that the Port has already given funding to Choochokam did not want the Port to duplicate its efforts. He would like as many local artists as possible participate in Choochokam. Smith said that it costs the artists quite a bit to participate in Choochokam, which is problematic. Commissioner Slinden said that Choochokam and the Tour are two separate venues, and that the funding that was given to Choochokam was for Capital Improvement and the request from Smith for the tour is for advertisement to increase tourism. She recommended that the Port approve the request for funding from Smith on behalf of the Whidbey Open Studio Tour.

ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Seitle to approve the Whidbey Open Studio Tour Application for Funds in the amount of \$2,500.00. The Motion passed unanimously.

5. PROJECT ACTION ISSUES:

A. Langley:

- 1. City – Port Harbor Negotiations:** Port Manager Ed Field noted that the 3/12/07 Port Proposal Interim ILA addressing the proposed transfer of the City' harbor properties was submitted to the City of Langley on Monday, March 12, and has been taken under advisement.
- 2. Breakwater Acquisition:** Ed reported that a Navy tug boat had backed into a 10 foot section of the railing of the breakwater floats during the preceding weekend, and distributed copies of digital photos of the damage as transmitted by the Port of Bremerton (POB). He said that it has been reported as damage to the railing and with no apparent damage to anything below the water line. Greg York of Art Anderson Associates was on hand to report on the issue. He said that the breakwater has a structural concrete railing and that is what was damaged by the tug. The damage is repairable and the POB is discussing the repairs with the Navy who has

acknowledged their responsibility to pay for them. The POB has also asked Art Anderson Associates to conduct ultrasonic tests to see if there are any structural fractures that would impact the integrity of the breakwater. Greg said that, from all observations thus far, the damage is superficial only. Commissioner Tapert asked what the cost of the ultra sonic testing is. Greg said that it would cost approximately \$5,000 maximum. Ed said that he has been regularly and frequently notified about the situation by POB's manager Steve Slaton, and noted that he will pass along any significant news on the issue to the Commission.

3. Marine Engineering: Ed said that he had prepared a draft list of proposed tasks for Art Anderson Associates (AAA) and passed copies of the draft to the Commissioners (**EXHIBIT D**) Ed said that AAA is starting to look at various temporary storage locations for the floats, because AAA's experience with permitting agencies indicates that temporary permitting for such structures can be much more readily and quickly approved if the location is NOT where the structures will ultimately be situated and utilized. Based on the information received from Greg and Rob, Ed said the floats could be readily placed in Langley only in an obviously-temporary configuration. Because of that permitting complication as well as adverse wind/wave exposure, the Langley location would be difficult and costly to use for temporary storage. Ed said that he had taken Greg to Mutiny Bay earlier, and they both agreed that that location could be used as a possible location for temporary on-shore storage of the floats. Task 2.1 includes evaluation of possible alternate locations for the floats including an on-shore storage option at Mutiny Bay. Ed said that there would be significant cost involved with getting the floats on shore, but once they are there, they would be safe and rent-free. Commissioner Seitle asked if it would be possible to store the floats at the casting yard where POB is having their new float constructed. Greg said that AAA could certainly talk to the contractor (McClure & Sons), since they are using a warehouse in Everett. He said that McClure & Sons has subcontracted with a company that will do the transporting of the floats. AAA plans to talk with McClure and the transporting company to make a recommendation about what would be economically best to do. Greg did not know the disposition of the site that McClure is using. His understanding is that they are leasing it from the Port of Everett. He was unsure if they could extend that lease to bring in the floats, overhaul them, and maybe store them, but that option will be part of AAA's investigation. Ed said that as soon as Task 2.2 (technical data acquisition) has provided sufficient information for conceptual designs to be developed, the Port could sit down with Langley and start work on the revision and amendment of the Harbor Master Plan. Commissioner Slinden asked what the permitting requirements would be to bring the floats on-shore at Mutiny Bay. Greg said that the only possible permitting issues that he could think of would be shoreline issues, because the transport company would have to traverse the tidal flats and possibly do some excavating work in order to get the floats on shore. Commissioner Slinden asked how long the permitting would take for a permanent site for the floats. Greg said that the permitting could well take approximately 1-2 years, after application submittal. Commissioner Tapert said would like the wave action to be studied as part of the report. Commissioner Seitle said that, during the winter season, the Port is not looking for usability but survivability only. Greg said that is a key element of the criteria that AAA would develop as part of their study. The wind/wave analysis is "hand in glove" with the bathymetry because how a wave develops depends almost entirely on how the wind shoves it from deep to shallow water. Commissioner Tapert did not feel that there is a need to do bathymetric data on the entire small boat harbor when the Port has a rough idea of where to place the floats. After further discussion, the Commission agreed to approve Tasks 2.1 and 2.2 from Ed's Proposed Tasks list.

ACTION: A motion was made by Commissioner Tapert and seconded by Commissioner to authorize Art Anderson Associates to proceed immediately with Tasks 2.1 and 2.2. The motion passed unanimously.

B. Possession Beach Waterfront Park:

1. **Manager Hiring Schedule:** Ed reported that the current Possession Park manager, Art Pratt, has recently moved his planned retirement date up from the summer to May 1, 2007. Ed said that he had spoken with Bush Point manager Mike McCarthy regarding potentially relocating to Possession Park, and McCarthy said that he was open to the idea. However, Ed said that given McCarthy's capabilities and talents along with how well he has been doing at Bush Point, he would prefer to keep him at the Bush Point location, assuming of course that there is a boat launch at Bush Pt for the Port to manage. Ed noted that the uncertainty of whether WDFW will soon resolve the situation at Bush Pt makes it impossible to finalize Port permanent staffing needs for this summer, and furthermore, there is very limited time for a full hiring process to be completed before May 1. Therefore, Ed recommended that the Commission authorize him to hire someone on a temporary/interim basis to care take the Possession location until the Port knows more about what may happen with the Bush Point location. He added that he would supplement the interim manager with assistance from Mike McCarthy, but that Mike's increasing seasonal responsibilities at Clinton Beach and Bush Pt wouldn't give him enough time to assume full Possession duties. Commissioner Tapert was in favor of hiring a temporary caretaker. Ed said he would first contact Wayne Nance regarding the temporary position, because he is the person that Art has used in the past to cover for him while he is on vacations. Commissioner Seitle expressed concern with hiring a temporary caretaker to move into the facility. Ed clarified that the interim manager would not move into the Possession manager's residence, but would be on-site daily for maintenance and upkeep. Pending resolution of the Bush Pt situation, Ed said that this would also allow him to do a thorough job search. The Commission agreed with Ed's recommendation to start making arrangements for hiring a temporary manager, probably for a period of 1-3 months. Ed will keep the Commission informed on the issue.

2. **Estuary Restoration Feasibility Study:** Ed reported that the SRSC is currently working on the remote sensing part of the analysis. He said they are planning field work during April and May, and then they expect to do a powerpoint presentation of initial findings to present to the Commission by the regular July Port meeting. They hope to hear more from the Commission in terms of the Comprehensive Plan, about desired land uses and other constraints on restoration design. Ed informed them that there was a possibility of additional property that might be available in the area. Ed will report on that issue further at the April regular Port meeting.

6. COMPREHENSIVE PLAN:

Ed said that the Committee's draft of the Comprehensive Plan would be available for review within the next few days. The facilitators would like to hold a Special Meeting with the Commissioners to review the draft Comprehensive plan. The Commissioners tentatively scheduled the Special Meeting to review the draft Comprehensive Plan for 9:00 am on Monday March 26 or 27, 2007.

7. ACTIVITIES/INVOLVEMENT REPORTS:

A. Economic Development Council (EDC): Ed reported that the letter regarding the Port's contribution to the Uniquely Whidbey Trade Fair was mailed.

B. Council of Governments (COG): No Update.

C. Regional Transportation Planning Organization (RTPO): No Update.

D. Marine Resources Committee (MRC): No Update.

E. Washington Public Ports Association (WPPA): No Update.

F. Seminars: No Update.

G. Port Logo Contest: Ed said that he is hoping to receive some Port logo entries from High School graphics students by the regular April Port meeting.

8. OLD BUSINESS:

A. Regular April Meeting: As a reminder, Ed noted that the Regular April Meeting has been rescheduled for Wednesday, April 4, 2007.

9. NEW BUSINESS:

A. Whidbey Scenic Isle Way Grant from WSDOT: Ed reported that he received an email on 3/12/2007 that stated that the grant application submitted to the National Scenic Byways Program by the Skagit/Island RTPO for funding to develop a byway logo and signage for SR-20 and SR-525 on Whidbey Island had been approved. **(EXHIBIT E)** The signs will be placed at three entry points to Whidbey Island; Clinton, Keystone and Deception Pass.

B. NW Workforce Development Council WIRED proposal: Ed reported that the Workforce Innovation and Regional Economic Development (WIRED) initiative had grants available for industry development. In order to improve focus on Marine industry development, he said that the Northwest Workforce Development Council has put together a proposal for the grant, as described in a recent email **(EXHIBIT F)** The proposal focuses on our region, which comprises of 12 counties that are responsible for 50% of the state's ship and boat building firms and produce 80% of the super-yachts built in the United States.

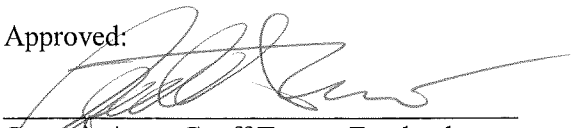
10. EXECUTIVE SESSION:

The Board of Commissioners went into Executive Session to discuss property acquisition at 8:28 pm and came out of Executive Session at 8:34 pm.


11. ADJOURNMENT:

The meeting was adjourned at 8:35 pm.

Approved:



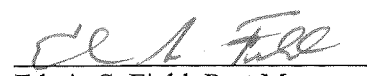
Commissioner Geoff Tapert, Freeland



Commissioner Rolf Seitle, Langley

Commissioner Lynae Slinden, Clinton

Minutes prepared by:



Edwin S. Field, Port Manager

- Exhibit A: Voucher Listing
- Exhibit B: January 2007 Financial Statement
- Exhibit C: Application for Funds for Whidbey Open Studio Tour Advertising,, rec'd 3/5/07
- Exhibit D: Proposed Tasks for AAA Preliminary Engineering, draft dated 3/14/07
- Exhibit E: Email regarding the Whidbey Scenic Isle Way, dated 3/12/07
- Exhibit F: NW Workforce Development Council WIRED email, dated 3/12/07