

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Special Meeting

March 16, 2006

Freeland, Washington

**Present at the meeting were:**

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

Karl Smith, Freeland Resident

**Absent:** None

**1. MEETING CALL TO ORDER:**

The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened March 16, 2006, in the conference room at the Port office at 5492 S. Harbor Avenue in Freeland, WA. Commissioner Slinden, President, called the meeting to order at 7:07 pm. The purpose of the Special Meeting was for Port Commissioners and staff to determine site operations and caretaker needs for the soon-to-be-complete Bush Point Boat Launch and Clinton Beach projects, and to continue scoping and development of Operations & Maintenance plans and programs for all of the Port's facilities.

**2. BUSH POINT BOAT LAUNCH AND CLINTON BEACH:**

**A. Manager/Caretaker Position:** Commissioner Slinden said that the Commission would need to determine whether to hire a "live-in" resident caretaker for Bush Point or hire a manager who lives elsewhere and rent the Bush Point residence separately. She said determinations are also needed on a job description and compensation package for the manager or caretaker position, as well as on the purchase of any supporting vehicles or equipment. Port Manager Ed Field had prepared a Facility Task List showing the estimated hours necessary for maintenance at each of the Port's facilities. **(EXHIBIT A)**

Commissioner Seitle said that according to the Task List, a caretaker would spend approximately 1202 hours per year maintaining the Bush Point and Clinton Beach facilities. He pointed out that the Port could expect approximately 50% efficiency from a caretaker managing both parks due to the travel time involved. The Commission discussed the hourly rate appropriate for a caretaker/manager. Commissioner Slinden said that other area Ports pay wages that range from \$10-12.00 per hour for general maintenance, \$16-28.00 per hour for maintenance supervisors, \$12-22.00 for maintenance custodians, and \$8-14.00 per hour for maintenance helpers. The Commissioners agreed that the compensation rate should not exceed \$14.00 per hour for the caretaker/manager position, but there was concern over how to monitor the hours spent.

Commissioner Tapert said that having a full-time Port presence at Bush Point is important. However, he stated that he did not like the idea of having the caretaker travel to Clinton on a

daily basis and suggested that the Port consider hiring a professional landscaping company to maintain Clinton Beach and Bush point. Ed mentioned that a year of landscaping and maintenance had been included in the Clinton Beach contract. The Commission thought it would be a good idea to research the possibility of subcontracting the landscape and maintenance with Island County Parks or South Whidbey Parks & Recreation. Ed agreed with the idea of subcontracting the majority of the landscaping and maintenance to one of the parks departments, but recommended that someone should check on Clinton Beach at different times throughout the week in an effort to discourage vandalism and loitering. Commissioner Tapert mentioned the possibility of a community outreach program to help keep an eye on Clinton Beach. Commissioner Slinden said the response she had received from nearby residents regarding a community outreach program was not favorable. She noted that many of the residents that live near the park do not occupy their homes all year round, and others said that they did not want to be responsible for "policing" the park.

Commissioner Tapert said that if the Port decides to subcontract the landscape and maintenance, they should consider establishing a seasonal pay schedule and rent schedule for a caretaker. Commissioner Slinden noted prior concerns about tax complications for a variable pay scale. The Commissioners agreed that concerns about monitoring work hours and variable seasonal responsibilities could both be best addressed by establishing the manager/caretaker position as a salaried position with constant monthly pay accompanied by a job description defining that more time will be needed in busy/summer months vs. quieter/winter months. Commissioner Slinden said she was concerned with hiring a resident caretaker because if they don't do their job, and the Port must terminate them, the Port would have to evict them as well. Commissioner Seitle suggested allowing a property management company to handle renting the Bush Point residence. Commissioner Slinden agreed, but said that the Port could allow the caretaker the option of renting the Bush Point residence. The Commission discussed the possibility of using the garage of the residence as a bait shop, a marine store and/or a break room for a non-resident caretaker.

After further discussion, the Commission asked Ed to draft a job description and compensation package for the manager/caretaker (m/c) position, for review and approval at the April 4 meeting. Ed noted that this should allow time for the position advertisement and applications to be received in April, with the hiring process to be done in May to allow staffing by Memorial Day. The Commissioners indicated that the m/c should be a salaried part-time employee (no benefits) with light-duty responsibilities (clean-up, light maintenance, public relations) throughout the year, with the expectation of a larger time requirement in the summer vs. winter. They said that the caretaker should have first priority to rent the Bush Point residence "As-is" for approximately \$900/month, and if the preferred candidate chooses not to rent the residence, Ed could contact a property management company to handle renting out the house. With respect to the Port's responsibility for undertaking the major park mowing and landscape work upon construction completion, the Commission asked Ed to coordinate with Island County Parks and South Whidbey Parks & Recreation to determine the best approach for efficient use of existing public resources for grounds maintenance at Bush Point.

### **3. PORT OPERATIONS & MAINTENANCE ISSUES**

- A. Possession Park Storm Damage and Trail Maintenance:** Based on his recent site review with Park Manager Art Pratt, Ed reported that Possession Park had experienced substantial amounts of wash out and erosion of the lower trails and picnic areas during the Superbowl-weekend windstorm. He said that it will require some gravel and materials, but mostly a lot

of hand labor for raking etc. He also reported that Art is looking for a new crew to assist with the big spring clean-up of the Park in general and especially the Cleveland Trail, as Art told Ed that he was not pleased with the effort of the crew he used last year and is looking for an improvement. Ed reported that he had discussed the Port's spring labor needs with Terri Arnold from Island County Parks, who suggested using Earthcorps, a Seattle-based youth activity and environmental stewardship organization, to help with the trail and repairs at Possession. Terri is already planning to use Earthcorps for removal of noxious weeds from the Freeland Hall hillside. Ed said he would contact Earthcorps regarding the Park and trail clean up as well as other spring clean-up tasks.

**B. Bush Point Parking:** The Commissioners agreed to continue daytime-only parking at Bush Point at no fee to the public. The implementation of fees and/or controlled overnight parking were noted as possible future discussion issues.

**C. Existing Waterlines and Storm Drains at Bush Point:** Commissioner Slinden reported that Karl Smith, the Bush Pt. resident who attended a portion of tonight's meeting, voiced concerns with the leaking water pipes that currently run underneath the new parking lot at Bush Point. He said that there are fifteen Bush Point residents serviced by the water pipes. Commissioner Slinden said that Dennis Keefe, who owns and operates the community water system, had been given the opportunity by WDFW to fix the pipes, but has not done so at this time. Commissioner Slinden said she explained to Smith that that he would need to contact the Washington State Department of Fish & Wildlife (WDFW) who owns the property and Dennis Keefe who owns the water system. The Commission was still concerned with the underlying liability and potential maintenance issues if the water pipes are not fixed. The Commission asked if Keefe had an easement for the pipes. Ed could not find evidence of any legal easement in the plans and specifications. Ed said that Kristen Kuykendall, project manager for WDFW, had recently proposed a French drain system to help contain and control the water leakage, but that would not address the underlying problem of leaking and undocumented waterlines. The Commission asked Ed to submit formal notice to WDFW stating that the Port is aware of undocumented pipes existing under the parking lot at Bush Point, and request that they dis-establish the pipes and inform Keefe that he has no legal easement and that the pipes cannot be located under the parking lot. Ed said that he would first contact Kuykendall to determine the most effective way to issue notice, so that the problem is resolved without the Port coming under fire for cutting off waterlines to residents. The Commissioners concurred, but emphasized that they would refuse to pay to pave a parking lot that would be installed over broken water pipes.

Commissioner Slinden said Smith was also concerned with storm drainage issues at Bush Point. She suggested that Smith contact Island County directly regarding the storm drainage issues. She noted that Smith also made a suggestion that the Port consider hooking up the new Bush Point septic system to the septic system at the Bush Point restaurant. Commissioner Slinden said she informed Smith that the septic system at Bush Point had already been approved as a separate system, and that any revisions to the connection plan would likely result in further project delays. She added that Smith also requested that the Port place signage around the park to help identify public access from private access.

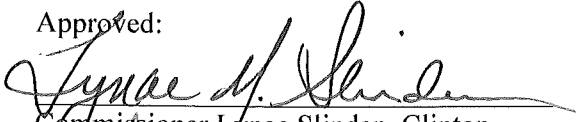
**D. Bush Point Exterior Lighting:** Commissioner Slinden reported that the outdoor lighting at Bush Point was permitted per County Code so the Port should not have to worry about lighting pollution at the facility. She said the Port could consider the possibility of sensor controls to further reduce the potential for light pollution. The Commissioners concurred.

**E. Port Website:** Ed said that the new website designer had requested the Commissioners' preference for a port email address format to be posted on the new Port website. The Commissioners agreed to use "lastname@portofsouthwhidbey.com" as a standard format. Ed said he would relay their decision to the web designer.


**3. ADJOURNMENT:**

The meeting was adjourned at 8:30 pm.

Approved:

  
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Commissioner Lynae Slinden, Clinton

  
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Commissioner Rolf Seitle, Langley

  
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Commissioner Geoff Tapert, Freeland

Minutes prepared by:

  
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Edwin S. Field, Port Manager

Exhibit A: Port of South Whidbey Facility Task List, Updated 3/16/06