

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING
June 14, 2006

1. 7:00 PM – 7:30 PM Workshop – open to public (Please note 7:00 start time!)
2. 7:30 PM - REGULAR MEETING
 - A. Call to Order
 - B. Pledge of Allegiance
3. CONSENT AGENDA
 - A. Minutes on file: Minutes from Regular Meetings of April 4 and May 10, 2006.
 - B. Vouchers on file: Vouchers #2680 through #2708 in the total amount of \$270,272.27 and Vouchers #2671 through #2679 in the total amount of \$20,985.95, which were signed and processed on May 31, 2006.
4. ACCOUNTANT REPORT
 - A. April 2006 Financial Statement
 - B. May 2006 Financial Statement
 - C. 2005 - Port Annual Report
5. PUBLIC COMMENT – Items not on Agenda.
 - A.
6. PROJECT ACTION ISSUES - Staff Report, Public Comment, Commissioner's Discussion
 - A. Bush Point
 1. Construction Update
 2. Manager/Caretaker: Approval of Full-duty Agreement with Mike McCarthy
 - B. Clinton Beach, Pier & Dock, Parking Lot
 1. Construction Update
 2. Port and Artists' Plaque Finalization
 - C. Langley
 1. Fuel Facility Study Update

7. ACTIVITIES/INVOLVEMENT REPORTS

- A. Economic Development Council (EDC), including Uniquely Whidbey Trade Fair
- B. Council of Governments (COG)
- C. Skagit-Island Regional Transportation Policy Organization (RTPO)
- D. Marine Resources Committee (MRC)
- E. Washington Public Ports Association (WPPA)

8. OLD BUSINESS

- A. **Location for all 2006 Port Meetings: The Chapel/Community Building (Old Church building) at Trinity Lutheran Church** in Freeland, since Freeland Library Conf Room to be under construction from July through Jan. '07.

9. NEW BUSINESS

- A. Preliminary Comprehensive Plan Discussion
- B. Education Opportunities:
 - 1. WGEP Special Events Seminar
 - 2. WA Dept of Community Trade & Economic Development Course
 - 3. Portech Asia Summit 2006

10. EXECUTIVE SESSION

11. ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

June 14, 2006

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

Jeff Van Derford, South Whidbey Record
Doug Allderdice, City of Langley
Mike McCarthy, Bush Point Manager Candidate

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 June 14, 2006, at the Freeland Library conference room, 5495 S. Harbor Avenue, Freeland, WA. Commissioner Slinden, 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:** Draft Minutes from the Regular Meetings of April 4 and May 10, 2006.
- 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 Tapert and seconded by Commissioner Seitle to accept the Consent Agenda, including authorization of Vouchers #2680 - #2708 for a total amount of \$270,272.27 (signed at this Meeting) and Vouchers #2671 –#2679 for a total amount of \$20,985.95 (signed and processed on May 31, 2006). The Motion passed unanimously.

3. ACCOUNTANT REPORT:

A. Financial Statements: The Commissioners accepted the April and May 2006 Financial Statements (**EXHIBITS B & C**). The Commission also accepted the 2005 Port Annual Report. Ed Field noted that Port Accountant Chuck Edwards would not be attending future Port meetings unless requested by the Commission.

4. NON-AGENDA ITEMS / PUBLIC PRESENTATIONS:

- A.** There were no public presentations or non-agenda items.

5. PROJECT ACTION ISSUES:

A. Bush Point:

1. **Construction Update:** Ed reported that there had been significant progress on the Phase 2 Uplands work, including the completion of paving, completion of the restroom building with roofing, and landscape plantings. The crews are also working to fix a leak in the septic system. The striping, curbing and electrical should be completed by next Thursday (6/22/2006). Assuming all of the work is completed, WDFW Manager Kristin Kuykendall advised Ed that the park could be open on a conditional basis while they are waiting for the final work on the piles and floats. She said there is a chance that WDFW may be able to get IMCO, the Phase 1 contractor, to work right behind the Phase 2 contractor to correct the piles and install the floats. The plan that IMCO submitted apparently varied from WDFW's requests, and they are currently working with IMCO on an acceptable plan. Commissioner Tapert mentioned that in his past work with the City of Seattle, they used several different techniques to fix crooked pilings. One of the easier methods was the use of a vibratory pile driver to correct the problem. Commissioner Slinden pointed out that the grant deadline for WDFW to access IAC funding is the end of July 2006. Commissioner Tapert suggested that WDFW should consider purchasing the floats and storing them on site ahead of time prior to IAC funding expiration. Ed said that the State of Washington has a contract with the contractors to finish the job regardless of what the reimbursement situation is, and that the Port's role should simply be to ensure that WDFW honors its commitment to complete the facility.

Commissioner Slinden asked if either contract included the installation of hose bibs or some type of irrigation for watering the landscaping at the park. Ed said that there would not be an irrigation system, but that he had requested that WDFW install a hose bib next to the boat ramp. There is also an existing hose bib at the Bush Point residence. Commissioner Slinden said that the Port should still consider installing additional hose bibs throughout the park in order to maintain the landscaping, since it will be the Port's responsibility as operator of the park to maintain the landscaping. Commissioner Seitle suggested the Port consider arranging for the installation of a hydrant at the park. Ed noted possible complications with the local water system, and the Commissioners asked Ed to work with the utility and the Port's Manager/Caretaker to reach a workable solution.

Ed asked if the Commission concurred with his recommendation to open the park on a limited basis, after WDFW's acceptance of Phase 2 while waiting for the Phase 1 float and pile repairs to take place. Commissioner Slinden asked if the park would be in the Port's care if they open on a limited basis. Ed said that it would be in the Port's care. Commissioner Slinden said that the public would not accept the park being closed down or remaining closed when obviously near-complete. The Commission agreed to allow the park to be opened on a limited basis with a sign posted that states that The Port of South Whidbey has not accepted the project at this point so use of the facility is at your own risk. The Commission asked Ed to put together the disclaimer.

2. Manager/Caretaker: Commissioner Slinden asked for Board approval of Manager/Caretaker candidate Mike McCarthy, whom she and Ed had selected out of several applicants for the position at Bush Point. Commissioner Seitle asked if the reference checks had been completed and were favorable. Ed said that the reference checks were still in progress, but that all information received to date had corroborated the candidate's responses. Ed pointed out that Commission confirmation was being sought because the scope of responsibility in the employment agreement had been revised to include full responsibility for mowing and landscape maintenance, in consideration of an increased salary equal to \$500 per month (plus required occupancy in the Port's residence). The Commissioners had no objections to the revision, and noted that the compensation seems very reasonable for the increased work load.

ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve Mike McCarthy's Bush Point Manager/Caretaker contract for \$500.00 per month (plus free rent), including the added mowing and landscape maintenance work. The Motion passed unanimously.

The Commission asked Ed to coordinate a time with McCarthy to get him on the job with the house keys to the Bush Point residence.

B. Clinton Beach:

1. Construction Update: Ed reported that the contractor has continued to make good progress at Clinton Beach. The Island County Building inspector is ready to approve the restroom for temporary occupancy, possibly as early as Friday (6/16/2006). There are still several small but critical details to complete. One of the critical pending items is revising the hardware for the locks on the restroom facility. As specified and currently installed, the doors can be locked from the inside and remain (inadvertently) locked upon exiting. Commissioner Slinden asked who would handle the maintenance of the facility once it is opened. Ed said that he has contacted Terri Arnold at the County regarding her Trash & Service Crew's availability, and he expects to have that in place upon official restroom opening. If Arnold's crew cannot start right away, it was noted that the Port could hire a local cleaning company to maintain the Park in the interim. Commissioner Seitle asked if the floor heating system was working properly. Ed said that the contractor had been using the in-floor heating system to help dry the restroom facility after washing it down. He said he would check on the system during his next visit to the park.

Ed also said that he would continue to work on the final details including the close out documentation and Operations & Maintenance Training. Commissioner Slinden asked if the Port had a retainer so that the final contract would not be paid out until the park is complete. Ed said that there was retainage on the overall contract, and that he also had specific dollar amounts held back on pending work items in the contract. He emphasized that the main construction contract will not be closed out until the project is complete, although he expects to transfer the landscape maintenance to a separate contract with the same firm. Commissioner Slinden asked when the contractor would be completely finished. Ed said that he anticipates Substantial Completion around June 22, 2006, with specific Punchlist items to be completed before Final Completion, and then a few specific tasks that may need to be completed as weather permits, including a second round of beach grass in the fall. He said that if the contractor is unable to complete

specific items within 30-60 days after Substantial Completion, they will be included in the separate landscape maintenance contract. Ed emphasized that he intends to close out the main contract as soon as possible. Commissioner Slinden asked what is being done to remove the remaining noxious weeds growing on the bluff just below the roadway and the scotch broom growing down on the beach. Ed said that the bluff area below the road belonged to the Department of Transportation, not the Port, and it had not been included in the contract for Advanced to control noxious weeds on the beach. Commissioner Seitle asked what the contractor's plans were regarding the maintenance of the park. Ed said that the contractor expects to hire a subcontractor for the landscape maintenance, and that he had recommended some local landscape firms to Advanced.

2. Port and Artwork Plaques: It was noted that there is no traditional record at Clinton Beach to document when and by whom this project was created, nor is there any information on the titles and artists' names of the artwork on-site (which is drawing much favorable comment). Commissioner Slinden proposed a Port plaque to be installed along the back wall of the Picnic Shelter to acknowledge the District Commissioners and dedication date, along with small identification plaques to be mounted at each piece of art. Commissioner Seitle recommended that all of the Port Commissioners names who had participated significantly in the Clinton Beach park project over the past five years be listed on the plaque. The Commissioners concurred. They also agreed to list Port Manager Ed Field's name on the plaque for his hard work on the project. It was decided that the Port plaque would include the names of all three present Port Commissioners, former Commissioner Gene Sears, and Port Manager Ed Field. Commissioner Seitle suggested placing the Port plaque near the entrance to the Park. Commissioner Slinden said that there was not room in that location for the plaque. The Commission subsequently agreed that the plaque would best be placed in the Picnic Shelter at the park. Ed said that he would handle ordering the plaques, similar in style to the two previous ones.

C. Langley:

1. Fuel Facility Study Update: Ed said that Reid Middleton was in the process of trying to track down the electronic base maps showing the Eel Grass survey data. Commissioner Seitle said that the Eel Grass maps came from the Marine Resources Committee and he would obtain the information for Ed. Ed went on to report that Reid Middleton expects to have preliminary information to the Port during the last week in July, and would look forward to meeting with the Commissioners in the first week of August to present findings and seek direction on proceeding. Commissioner Slinden said that the Port would probably not have time to prepare an application for this year's 0.08% Rural Economic Development funding because of its early August deadline. It is more feasible for the Port to apply for the funding in August of 2007. Commissioner Seitle said that he thinks the Port should still talk to Matt Nichols about the feasibility of a fuel dock at Langley Harbor. Commissioner Slinden said that the Port should wait until they have received the preliminary report from Reid Middleton/ BST before approaching Matt Nichols.

6. ACTIVITIES/INVOLVEMENT REPORTS:

- A. Economic Development Council (EDC): Commissioner Tapert reported that the EDC had their budgeting house in order. They also discussed the problems with their lease in Coupeville. Commissioner Seitle asked if there had been any discussions regarding the

Uniquely Whidbey Trade Fair show coming to the South end of the Island. Commissioner Tapert said that he had not heard any updates but would continue to pursue the matter.

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

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

D. Marine Resources Committee (MRC): Commissioner Seitle reported that the MRC's Executive Director Gary Wood has resigned and has not yet been replaced. He said that the MRC continues to work on the publication of the "Water's Edge" book, and they are hopeful of having it published soon. He added that the data acquisition buoy sunk so they would be working to solve that problem.

E. Washington Public Ports Association (WPPA): Ed reported that WPPA has a 2006 "Port Director's Only" Seminar on July 13 & 14 at the Sun Mountain Lodge in Winthrop, WA. Commissioner Seitle expressed interest in attending the meeting.

7. OLD BUSINESS:

A. Future Meeting Locations: All 2006 Port Meetings will be held in the Chapel/Community Building (Old Church building) at Trinity Lutheran Church in Freeland, since Freeland Library Conference Room will be under construction from July through Jan. '07. The next Port meeting will be on Wednesday July 12, 2006.

8. NEW BUSINESS:

A. Comprehensive Plan: Commissioner Slinden said that since the Port of Coupeville has been engaged in their effort for some time now, information was sought from their Executive Director Jim Patton and Patton provided a letter that had some excellent elements to consider. **(EXHIBIT D)** She noted that the Port of Coupeville has chosen Laura Blankenship as the editor-in-chief of their new Comprehensive Plan. Jim Patton also suggested that the Port contact Blankenship as a possible coordinator for their Comprehensive Plan. Blankenship has recently provided a copy of her resume to the Port of South Whidbey and has let it be known that she would be interested in exploring a similar role in Port of South Whidbey's new Comprehensive Plan. **(EXHIBIT E)** Commissioner Seitle said that the WPPA has an extensive set of guidelines for a Comprehensive Plan for Port districts. Commissioner Slinden said that Patton's letter outlines the process they used to choose the nine members on their advisory board. Each of their Port Commissioners chose several names of individuals who were actively engaged in central Whidbey's social and / or economic development. The Commission then chose the advisory board members based on their willingness and availability. Commissioner Slinden recommended that the Port of South Whidbey mirror the process that the Port of Coupeville used to select Subcommittee(s) for the Comprehensive planning process. Commissioner Seitle asked how many meetings a Subcommittee would need to attend to complete the Comprehensive planning process. The Commission agreed that it would probably take between 12-15 meetings would to complete the draft Comprehensive Plan by the end of the calendar year. Commissioner Seitle requested he be provided with three copies of the Port's existing Comprehensive plan. Ed said he would provide working copies of the plan to any of the Commissioners who would like copies. The Commission agreed to provide the names of no more than three people each that would be interested in serving on a Comprehensive Plan

Subcommittee to the July Port meeting. The candidates should live within the Port District boundaries. Commissioner Tapert suggested that the Port ask for a proposal from Blankenship along with a listing of her qualifications. Ed said that Matt Hendricks had advised the Port to advertise the position. The Commission asked Ed to prepare a job description for a Comprehensive Plan facilitator and editor to be placed in the legal section of the local newspapers. He said that he would draft it and circulate the draft to the Commissioners via email prior to publication, with dates selected in order to have responses to consider at the July meeting

B. Educational Opportunities: Ed said that there were a few educational opportunities available if anyone is interested:

1. WGEP Special Events Seminar
2. WA Dept of Community Trade & Economic Development Course
3. Portech Asia Summit 2006

The Commissioners did not indicate that they anticipated attending any of the sessions.

C. Langley Opportunity: Commissioner Tapert said the Fairgrounds in Langley and the potential for the Langley Middle School to surplus some property in Langley may be an opportunity for the Port to make the school district and the County aware that they may be potentially willing to help with any redevelopment of those properties from an economic development standpoint. The other Commissioners indicated that this would be a topic that could be considered in the Port's new Comprehensive Plan. Commissioner Slinden said that she did not want to speculate on that at this time.

9. EXECUTIVE SESSION:

The Board of Commissioners went into executive session to discuss Port properties at 8:30 pm. The executive session concluded at 8:45 pm.

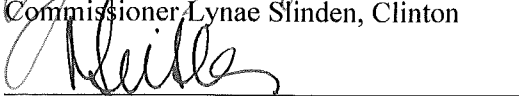
10. ADJOURNMENT:

The meeting was adjourned at 8:45 pm.

Approved:



Commissioner Lynae Slinden, Clinton

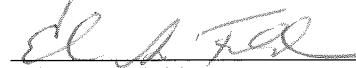


Commissioner Rolf Seitle, Langley



Commissioner Geoff Tapert, Freeland

Minutes prepared by:



Edwin S. Field, Port Manager

- Exhibit A: Voucher Listing
- Exhibit B: April & May 2006 Financial Statement
- Exhibit C: 2005 – Port Annual Report
- Exhibit D: Letter from Port of Coupeville’s Executive Director re: Comprehensive Plan
- Exhibit E: Laura Blankenship’s Resume