

**AGENDA**  
**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**COMPREHENSIVE PLAN PROCESS WORKSHOP**  
July 18, 2006

1. 7:00 PM – WORKSHOP - Call to Order
  
2. COMPREHENSIVE PLAN PROCESS
  - A. Port Mission Statement and Commissioner Direction on Goals & Vision
  - B. Process Planning and Guidelines, incl Input / Participation from Specific Interests
  - C. Specific Commissioner Focus Issues
  
3. EXECUTIVE SESSION (if necessary)
  
4. ADJOURNMENT

**Port District of South Whidbey Island**

Minutes of the Special Port Workshop

July 18, 2006

Port Office, Freeland, Washington

**Present at the meeting were:**

Commissioner Rolf Seitle, Langley

Commissioner Gene Sears, Freeland

Commissioner Lynae Slinden, Clinton

Ed Field, Port Manager

Laura Blankenship, Facilitator/Editor consultant for 2007-1013 Comp Plan

**CALL TO ORDER**

The special Workshop of the Port District of South Whidbey Island's Board of Commissioners was convened on July 18, 2006, at the Port office conference room at 5492 S. Harbor Avenue in Freeland, WA. Commissioner Slinden called the meeting to order at 7:05 pm, followed by the Pledge of Allegiance. The purpose of the meeting was to address the process for development of the new Comprehensive Plan with the Port's recently-hired Facilitator/Editor Laura Blankenship.

**MEETING**

Commissioner Slinden opened the discussion by asking for the Commissioners to provide some quick background on their Comp Plan Committee nominees for the information of the other Commissioners and Ms. Blankenship. The following information was noted by the listed Commissioner:

Tapert nominees:

- Scott Fleming: Nichols Bros. Boat Builders shop superintendent
- John McFarland: Member of Friends of Freeland with planning background
- Clifford Bjork: Owner of Interstate Label with commercial/business perspective

Seitle nominees:

- Jack Lynch: Former Langley City Planner
- Peter Casale: Architect with prior marine experience from Orcas Island
- Paul Schell: Former mayor and Port Commissioner from Seattle, now owner of the Inn at Langley

Slinden nominees:

- Lynn Swanson: Artist and foundry owner serving commercial and artist community
- Sue Ellen White: Kayak and ecotourism proponent with environmental focus
- Mykkel Husted: Pastor of Lutheran Church and active member of the Clinton Chamber of Commerce and business community

### **Mission Statement, Vision and Goals:**

Commissioner Seitle started this discussion by reviewing the current Mission Statement as listed on page 3 of the *Six Year Comprehensive Plan of the Port District of South Whidbey Island 2001 To 2007* (Attachment A, with that entire 2001-2007 Comp Plan also incorporated by reference herein). Commissioner Slinden affirmed the content of the Statement, summarizing the three keys as 1) economic development, 2) recreation and tourism, and 3) environmental stewardship. Port Manager Ed Field noted that a marine focus is integral with all three of those issues. Facilitator/Editor Laura Blankenship suggested that the Mission Statement, Vision, Values and Goals could all be addressed in a specific focus session with her and the three Commissioners. At Commissioner Tapert's suggestion, there was agreement that the existing Mission Statement was essentially valid but could be condensed to be less wordy. Commissioner Seitle recommended a goal-oriented focus rather than a general Mission Statement. Commissioner Tapert suggested that a wide range of ideas could be passed from the Commissioners to the Comp Plan Committee (CP Comm) for their consideration. Commissioners Seitle and Tapert both noted the critical importance of projects which generate revenue to enable more Port projects, and there was general discussion over how best to accomplish that.

Laura suggested that the three Commissioners could be tasked with developing their input on Mission, Values and Selection Criteria on their own and then forwarding them back to her. She also suggested the possible use of the current Port of Coupeville (PoC) draft Comp Plan documents (Attachment B) as examples, noting that the PoC format was more current and comprehensive than the Port's. With respect to supporting information such as facility and demographic data, she recommended that those documents generally be assembled between Ed and Laura, and also suggested that the volume of supporting information in the current Comp Plan was slightly excessive and would not necessarily need to be fully replicated in the new one. After further discussion, the Commissioners concurred.

### **Process Planning and Guidelines:**

Laura presented her proposed Contract For Services which included the overall Comp Plan development process and draft schedule (Attachment C). Commissioner Tapert's initial comment was that there should be more targeted single-topic meetings, although Commissioner Slinden recommended that Laura be empowered to set her own program to meet Board goals.

With respect to the presentation to the CP Comm regarding the Port's existing facilities, there was discussion that the briefing should include basic economic background on the facilities, including how they were funded as well as operational and maintenance information. Discussion also continued regarding the level of detail to be included for the new project listings in the new Plan, with Board

concurrence that the listings should be kept as general as possible to allow for final design and other future considerations.

There was agreement that capital facility planning needs to be coordinated with Island County, in particular the Parks Department with respect to the three facilities co-owned with the Port (Maxwelton, Mutiny Bay & Freeland). Commissioner Seitle noted that the Port can access low-cost financing to allow Port funds to be leveraged for development of a larger revenue stream. There was Commissioner agreement that it is appropriate to use Port funds to partner with other public agencies to meet common goals, especially if such uses can also expand the Port's revenue stream.

The overall comprehensive planning schedule was reviewed, and there was discussion that, while the new Comp Plan is intended to specifically cover the 6-year period from 2007 through 2013, the overall visioning process could and should be looking out 20 years or more. However, in order to allow for fine-tuning in consideration of actual events, it was agreed that a review of the long-term vision along with a possible update/revision of the Plan should be conducted every three years. In consideration of the long-term vision, Commissioner Tapert noted the potential value of bringing in additional possible project partners, including the School District, Fire and EMT representatives, Island County Planning, etc. Laura responded that her recent experience at the Port of Coupeville would suggest that the possible value of input from such agencies should be weighed against the additional Comp Plan schedule time it will require to bring them into the process. Commissioner Tapert acknowledged his strong desire to complete the process by the end of the calendar year.

With respect to the meetings of the CP Comm, Laura indicated that if any Commissioners elect to attend, they would definitely need to KEEP QUIET in order to allow the Committee to do their job without undue influence. To ensure conformity with the State open-meetings laws, Ed was requested to check with Port Attorney Al Hendricks as to whether newspaper notification is required for meetings at which 2 or 3 Commissioners may be in attendance *but will not be speaking, either to each other or the CP Committee*. Similarly, it was agreed that the CP Committee's effectiveness and productivity will be enhanced if the meetings are open to the public but do not include public participation, since there will a subsequent period for open public review and comment on the resultant draft Plan.

Based on those discussions, the Commissioners generally concurred with the Discussion and Document Schedules as contained in Laura's proposed Contract For Services. In accordance with the 7/12/06 Board decision to select Laura as the Facilitator/Editor of the new Comp Plan, Commission President Slinden signed the Contract For Services.

In accordance with their concurrence that the current Mission Statement and Selection Guidelines were generally acceptable but in need of condensation and format updating, the Commissioners agreed to e-transmit their recommended revisions to Mission, Vision and Selection Guidelines directly to Laura, along

with any specific project recommendations for CP Comm consideration. The Commissioners requested that a full list of CP Committee members with phone and email contacts be prepared by the Port Clerk, and scheduling of the CP Comm meetings in the Trinity Lutheran Church's community building was also requested.

## **NEW BUSINESS**

Port Manager Ed Field noted that two new issues had arisen shortly before the Workshop, and he wanted to inform the Commissioners of his proposed actions.

### **Island County Hazard Mitigation Planning:**

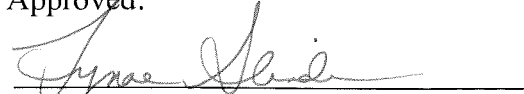
Ed stated that the Island County Department of Emergency Services had just notified the Port that they are restarting their Multi-Jurisdictional Hazard Mitigation Planning process in order to complete a Plan which is intended to qualify participating agencies for FEMA and/or Washington State funding of hazard mitigation efforts (see Attachment D). Ed strongly recommended that the Port keep all such possible funding avenues open, especially in light of the FEMA reimbursement which seems likely for the Possession Park storm damage repair. He stated that he would be notifying the County of the Port's intention to participate and be included in the multi-jurisdictional plan, unless the Commissioners objected. The Commissioners agreed with the Port's participation, and Commissioner Tapert noted that the Port could even play a significant role in recovery from a major disaster, since the Port's boat ramps could provide critical access to/from the Island even if the ferries and Deception Pass Bridge were out of service, as has occurred in the past.

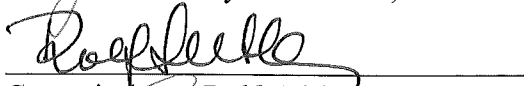
### **Langley Fuel Facility Feasibility Study Results:**

Ed stated that the Reid-Middleton and BST team working to study the technical and economic feasibility of establishing a fuel facility at Langley harbor had gathered sufficient data to make an initial presentation to the Board of Commissioners during the last week in July. He noted that this would be a presentation of preliminary findings, as requested by the Board, to enable a determination of further action. He said that the engineers could be ready to present to the Board by Wednesday morning (July 26), and he suggested an 8:30am Special Meeting at the Port office. The Commissioners concurred.

**ADJOURNMENT**- The meeting was adjourned at approximately 8:45 p.m.

Approved:

  
\_\_\_\_\_  
Commissioner Lynae Slinden, Clinton

  
\_\_\_\_\_  
Commissioner Rolf Seitle, Langley

  
\_\_\_\_\_  
Commissioner Geoff Tapert, Freeland

Minutes prepared by:

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

- Attachments:
- A: "Mission Statement" and "Project Selection Guidelines" (page 3) of *Six Year Comprehensive Plan of The Port District of South Whidbey Island 2001-To 2007*
  - B: "Mission + Values + Vision + Review/Update Procedures + Project and Activity Selection Guidelines" Final Draft for review by the public Jan-Feb '07, dated 7/4/06
  - C: Contract For Services, Port/Blankenship, signed 7/18/06
  - D: Island County Dept. of Emergency Services ltr, dated 7/14/06