

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING

Meeting held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA
Tuesday, November 13, 2012 at 7:30 p.m.

AGENDA**

7:00 PM – 7:30 PM PUBLIC HEARING FOR THE PRELIMINARY BUDGET FOR 2013

7:30 PM REGULAR MEETING: CALL TO ORDER
(Time approximate, follows immediately after Public Hearing)

CONSENT AGENDA

Approval of Current Vouchers (dated November 2012) in the amount of \$83,834.98

Approval of Minutes from Regular Meetings of July 10, August 14 and September 11, and Special Meeting of August 30, 2012.

FINANCIAL ACTION ISSUES

September 2012 Financial Report (distributed Oct. 17, 2012)

2013 Budget Discussion

1. Approval of 2013 Final Budget
2. Ordinance/Resolution No. 12-08 to Establish 2013 Levy

PUBLIC COMMENT – Items not on Agenda: Please limit comments to 5 minutes

ACTION ISSUES

Possession Beach Waterfront Park Update

1. Ramp Rebuild – Results from BFP Ranking
2. Property Lease to AT&T

South Whidbey Harbor Update

1. Boat Ramp Boarding Floats
 - A. Construction Issues
 - Mike Carlson Enterprises (MCE) progress update
 2. Phase 1: Breakwater Relocation with Uplands & Utility Improvements
 - A. Permit Issues
 - City of Langley: Light Pole Variance issue and other pending City permits
 - Corps of Engineers: Update
 - WDFW: *Phase 1 HPA #118222-3 approved on 10/30/12!*
 - Bid and Construction Scheduling
 - B. Property Issues
 - DNR: *Proposed PMA & Aquatics Land Lease mods signed Port and DNR*, recording in progress
 - Lots 20 & 21: West side boundary location being investigated by escrow & title companies
 - Boatyard Inn Project
 - C. Funding Issues
 - Port Security Grant (FEMA), including Consortium coordination
 - D. Construction Issues
3. Harbor Operations
 - A. Harbormaster Hiring Report
 - B. Whale Watch Tour Operations in 2013!

Port Operations

1. Port Comprehensive Scheme for 2013-2019: Process discussion
2. ByLaw Revisions: Draft Resolution No. 12-09

New Project Opportunities

1. Mukilteo Parking Issues
 - A. Rural Mobility Grant Application with City of Langley
2. Clinton Traffic Calming Issues
 - A. RTPO Grant
3. Mutiny Bay Property Donation

ACTIVITIES/INVOLVEMENT REPORTS

Economic Development Council (EDC): Jerome

Council of Governments (COG): Gordon

Skagit-Island Regional Transportation Policy Organization (RTPO): Gordon

Marine Resources Committee (MRC): Gregoire

Washington Public Ports Association (WPPA): Jerome

1. Small Ports Seminar at Leavenworth: Report from Gregoire
2. Annual Meeting (Nov. 28-30 in Seattle)
3. Continuing Legal Education (Nov. 27 in Seattle)

Puget Sound Partnership:

Langley Shoreline Master Plan Committee: Gregoire

Island County Shoreline Master Plan: Gregoire

OLD BUSINESS

NEW BUSINESS

Enduris Risk Management Seminar with Gordon Graham: (Feb. 6 in Burien): Field and Mozer

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

November 13, 2012

Langley, Washington

Commissioners Present: Curt Gordon (Clinton), Dennis Gregoire (Freeland) and Chris Jerome (Langley)

Others Present:

Port Staff: Ed Field (Port Operations Manager), Angi Mozer (Port Finance Manager), Molly MacLeod-Roberts (Port Clerk), and Julie James (Harbormaster); **Others:** Jim Sundberg (Langley City Councilmember), Jim Larsen (South Whidbey Record), Charlene Arnold (Coldwell Banker), and **Clinton Residents:** Tom Crites, Bruce Buls, Eric Wiechmann, Nancy Wiechmann, Richard Engstrom, Doug Struthers, Debbie Pagni, Rufus Rose and Dale Christenson

MEETING CALL TO ORDER: Following a Public Hearing for the Preliminary Budget for 2013 from 7:05 p.m. to from 7:30 p.m., the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 13, 2012, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwelton Rd., Langley, Washington. Commissioner Curt Gordon (President) called the Regular Meeting to order at 7:30 p.m.

CONSENT AGENDA

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 A**).

ACTION: A Motion was made by Commissioner Dennis Gregoire and seconded by Commissioner Chris Jerome to approve the Current Vouchers as submitted, including the authorization and acceptance of Vouchers dated November 2012 as signed today in the amount of \$83,834.98. *The Motion passed unanimously.*

Approval of Minutes: Minutes from Regular Meeting of July 10, August 14 and September 11 and Special Meeting of August 30, 2012.

Gordon noted that the August 14 Minutes needed to be corrected. On page 5, the first ACTION states that a Motion was made by Jerome and seconded by *Jerome*. The Motion was actually seconded by Gregoire. Jerome noted another correction was needed to the August 14 Minutes on page 4 in the first paragraph: the word "*responsible*" should be replaced with the word "responsibility." Port Clerk Molly MacLeod-Roberts was directed to make the corrections as noted.

ACTION: A Motion was made by Commissioner Dennis Gregoire and seconded by Commissioner Chris Jerome to approve all submitted Minutes as amended. The Motion passed unanimously.

FINANCIAL ACTION ISSUES

September 2012 Financial Report: The Commission acknowledged receipt of the September 2012 Financial Statement, which had been distributed to them previously (**EXHIBIT B**).

2013 Budget Discussion

1. Approval of 2013 Final Budget: As noted during the Public Hearing on the Preliminary Budget, Port Finance Manager Mozer had prepared two versions of the 2013 v. 4.0 Final Budget: Budget A, which includes FEMA funding (**EXHIBIT C**) and Budget B, which does not include FEMA funding (**EXHIBIT D**). She recommended that the 2013 Final Budget should not include funding from FEMA.

The Commission acknowledged that if the FEMA funding came through later, the budget could be amended as needed.

ACTION: A Motion was made by Jerome and seconded by Gregoire to approve Budget B: “Final Budget 2013 v. 4.0” (without FEMA funding) as presented. The Motion passed unanimously and Gordon provided his signature as President.

2. Ordinance/Resolution No. 12-08 to Establish 2013 Levy (**EXHIBIT E**) and Levy Certification (**EXHIBIT F**): MacLeod-Roberts read the Resolution and Levy Certification aloud. The Ordinance Resolution states that the actual levy amount for the previous year was \$493,767.34 and authorizes a 1% increase over that amount to be collected in the 2013 tax year. The Certification requests the levy amount to be collected in 2013 as \$515,000 for Regular Levy and \$10,000 for Refund Levy.

ACTION: A Motion was made by Jerome and seconded by Gregoire to approve and adopt Ordinance/Resolution No. 12-08 and Levy Certification as presented, providing authorization for the levy to be collected in the 2013 tax year. The Motion passed unanimously.

PUBLIC COMMENT – Items not on Agenda:

Charlene Arnold introduced herself as a Broker with Coldwell Banker, and presented a Summary Letter and a Purchase Offer of \$250,000 from Clyde and Marcia Monma for Possession Beach Waterfront Park Tax Parcel No(s). R32814-234-4350 & R32814-234-5000 (**EXHIBIT G**). The brief summary of documents and information presented included the following items: Client 30-day feasibility; Closing January 30, 2013; Letter of Intent to Donate Trails to a Land Trust Entity and Names on Petition Opposing Cell Tower. The Offer’s Expiration Date is 12/14/12.

Gordon noted that only the upper of those two parcels had been offered for sale by the Port the lower of those two parcels was never offered for sale. He thanked Arnold and explained the Commission would need to review the Offer and discuss it at a future meeting.

There was no additional public comment.

ACTION ISSUES

Possession Beach Waterfront Park Update

1. Ramp Rebuild – Results from Recreation & Conservation Office (RCO) Boating Facilities Program (BFP) Preliminary Ranking (**EXHIBIT H**): Port Operations Manager Ed Field reported that the project tied for 5th out of 21 applicants. He explained that in n previous years funding extended down to 10th place, so “we are in fairly comfortable shape.” However, the Legislature won’t put the budget together until spring, so no money can be spent prior to July 2013. Gordon congratulated Field and Mozer on their successful presentation.

Gregoire noted that a biological inventory would be needed as part of the permit application, and he said, *“Those are best done when you have a year to do it. So we may need to consider doing some things in January and the spring so our permits can get in very early. The problem is that requires the expenditures of some dollars, so I’m going to work with Field to build a case that in order for us to make that grant successful and move timely, we need to get information this spring and that’s stuff that should be reimbursable.”* Regardless of whether RCO will provide reimbursement for it, Gregoire said the Port needs to have the biological evaluation done as it will be a requirement for Island County’s Shoreline Permit.

2. Property Lease to AT&T/Cingular: No update. An unidentified member of the public asked about the trees that had been marked in the area. Gordon reiterated that no trees will be taken down until the

County has provided approval and permitting to do so, and that would only occur after a lengthy and very public process.

Bruce Buls said, *"Regarding the trees to be removed, I think it's a real questionable site for getting a permit to do what they want to do. A neighbor down the way couldn't take down a number of trees when he was developing his property. It is a very steep slope, and apparently has slid before and caused damage to public property (roads and such), so to do that kind of construction up there seems like a real iffy thing for the County to approve it (setbacks and all the rest of it). Certainly those of us that are opposed will do whatever we can to make sure the County understands the problems with the site. I think a \$250,000 pocket of cash for the sale compared to maybe \$2,200 month is kind of a no-brainer from this side of the table."*

Doug Struthers said, *"When you do the comparison, and if it turns out that the AT&T offer is worth \$1 more than what the Monmas are offering, I hope you will consider from the point of common decency of what Clyde Monma and his wife do for our community. And I hope that you will give consideration to the loss of that tangible asset of an untouched park. Because I don't think it is just a question of dollars and cents. So I would just ask you to consider that when you compare these two opportunities."*

South Whidbey Harbor Update

1. Boat Ramp Boarding Floats

A. Construction Issues

- **Mike Carlson Enterprises (MCE) progress update:** Field said the project is going well. He noted that there was one design problem: the bulkhead is not at 90 degrees to the boat ramp, so the gangway mounting plate has to be adjusted accordingly. The floats are being fabricated and should be delivered along with the gangway and piles in the next 10 days or so. MCE has tentatively scheduled removal of the 11 creosote piles during the low tide in late evening/early morning hours of November 26th/27th. They will begin putting in the new piles for the floats the afternoon of November 27th and will work into the evening if needed. All the floats, etc. should be in by the end of November/early December at the latest.

2. Phase 1: Breakwater Relocation with Uplands & Utility Improvements

A. Permit Issues

- **City of Langley – Light Pole Variance issue and other pending City permits:** The Port has received extensive comments back on the building permit, as well as public works and engineering. Field said, *"It is our understanding that we have all the comments we will get from the City. We've gone through them and we have responses for most of them."* Final engineering for the water system is in process and the Port should have that back to the City within a week, which presumably means the Port should have a Building Permit within a couple of weeks. Field met with Jeff Arango (Directory of Community Planning) regarding the lighting variance earlier that day. Arango indicated that the City would be willing to issue a building permit for proceeding to construction excluding the lights, knowing that the Port "can't open the place without lights." Field continued, *"So we're evaluating the variance process (how extensive, duration, etc.) and I will keep you updated. Since we have operations permits there, that might provide a 2nd approach to the issue."*

Jerome asked if the Port can find out what criteria the Hearing Examiner would use in making a determination of the variance request. Field said the criteria on the table is the Shoreline Master Plan and none of the research has indicated why there is a 3' requirement in it. Gordon spoke with Jack Lynch, who was the Planning Director for the City when the Shoreline Master Plan was adopted. Lynch recalled the conversation as, *"There was no logic. It was pretty much a case of minimize the lights to reduce the possible negative impacts to residents on Edgecliff Drive."*

Subsequently, Gordon went to the Port of Anacortes Marina and took pictures of their lighting structures, the majority of which were at least 11' tall and even the interior lights were "way over his head." Field

added, *"I have looked at the criteria for the variances, and our engineering and safety reasons would fly just fine and qualify for a variance."* He hopes to address the variance process further at the December meeting. One of the issues of significant concern is that the City's variance process requires a JARPA (Joint Aquatic Resources Permit Application). The Port has JARPA templates that would allow it to be prepared relatively quickly, but Field explained he had serious concerns about another JARPA in the system that has never been seen by the all the other agencies will start a whole new permit train.

- **U.S. Army Corps of Engineers (Corps):** Joe Callaghan of GeoEngineers spoke to Project Manager Lori Lull and "we are on her desk." Field said, *"We've been told she is writing our permit this week."*
- **Washington State Department of Fish & Wildlife (WDFW):** Mitigation HPA #122970-2 extended, Phase 1 HPA #118222-2 approved 10/30/12.
- **Bid and Construction Scheduling:** Field said, *"We are hopeful that within the next 2-3 weeks we will have the permits in hand for the Phase 1 project (excluding the lighting issue). If all goes as well as expected, we will have everything teed up for the December meeting and will be looking for Commission authorization for Reid Middleton to proceed through bid documents, bidding and contract admin, for GeoEngineers to continue with their permit nudging, and final preparation and going out to bid in January for the Phase 1 project."*

Noting that the Port hopes to get information regarding FEMA funding (Port Security Grant) by the end of November, Field explained that for now they will keep parallel specs going until they get final direction.

B. Property Issues

- **Port Management Agreement (PMA) and Aquatics Land Lease modifications with Department of Natural Resources (DNR):** The PMA and the Lease have been signed by the Port and DNR and will be submitted to Island County for recording this week.
- **Lots 20 & 21:** West side boundary location still being investigated by the escrow & title companies.
- **Boatyard Inn Project:** No update.

C. Funding Issues

- **Port Security Grant (FEMA), including Consortium coordination:** No update.

3. Harbor Operations

A. Harbormaster Hiring Report: Jerome and Field conducted interviews of the top 3 candidates and agreed that Julie James was the preferred candidate. He will prepare an offer letter for the $\frac{3}{4}$ time position with the base salary of \$31,000 per year. The Commission told James, *"Welcome Aboard."*

B. Whale Watch Tour Operations in 2013: Mystic Sea Charters will be operating out of the Harbor during March and April of 2013 on a trial basis. In addition to paying for moorage and utilities, the company will also pay \$1 per head for all passengers boarding in Langley.

Jim Sundberg (Langley City Councilmember) said the Langley Main Street Association is looking very actively to partner with the City and anyone else to purchase an electric 6-person shuttle to go up and down Wharf St. and around downtown Langley.

Port Operations

1. Port Comprehensive Scheme for 2013-2019: Gregoire provided copies of "Section VIII Public Involvement and Planning Process" from the Port's current Comprehensive Scheme (**EXHIBIT D**): The description of that process included four phases: Interviews and Fact Finding, Project Identification and Draft Plans Development, Comprehensive Scheme Public Review and Comprehensive Scheme Adoption. He said the phases don't run sequentially, but can run parallel.

Gregoire described the Comp Scheme product as a document that kind of combines a mission statement, goals and objectives along with a look at the physical facilities, so it kind of blends everything together. He continued, *"There's another product called the Strategic Plan, which is primarily written statements. It has a mission statement and some goals, but it's more of a written document without a lot of fancy graphics. It's more structured on policies and it's a simpler plan to put together. It's more of a vision. With the Comp Scheme, I think we need more of a Facilities Development Plan, for all 6 of the boat ramps."* Gregoire would like to have an extended workshop to discuss the different plans and processes and whether they might "fit" with the Port. Gordon agreed a workshop was needed, adding that he was interested in learning more about the Strategic Plan. Gregoire said he get copies of other Strategic Plans, Comp Schemes and Facilities Development Plans to provide as examples.

Jerome asked, *"Could we start to think about who might help us do this? I think there are probably not that many candidates."* Gregoire would like to have additional discussion about the various products before taking that step. Gordon suggested Mozer could investigate agencies that might be interested in helping with Comp Schemes and come up with a list of potential candidates. Jerome agreed, adding that he would like to get the process moving rather than just talking about the process.

The Commission agreed to table further discussion until the workshop, although it was agreed that an updated inventory of Port facilities and their conditions would undoubtedly be needed.

2. By-Law Revisions – Draft Resolution No. 12-09 (**EXHIBIT J**): The purpose of the Resolution is "To Address Consecutive Terms for Board Officers and Procedural Issues." Port Staff had consulted the Port Attorney and the resulting proposed revisions are as follows:

Article IV – Officers, Section 1. Elections, b): the term of office may not exceed ~~1-year~~ *2 years* consecutively

Article V – Meetings, Section 1, e): Insert the following: ***Upon the prior approval of the Commission President and where a quorum will be present at the meeting location, a Commissioner may participate in the meeting telephonically under conditions where the other Commissioners and the public can reasonably hear and understand the Commissioner participating telephonically.***

Article VII – Order of Business: In accordance with Commission direction, the Order of Business shall include an initial ~~half-hour~~ general workshop session followed by the Pledge of Allegiance...

ACTION: A Motion was made by Jerome and seconded by Gregoire to approve the text as written for draft Resolution No. 12-09. The Motion passed unanimously.

The Commission will consider approval of the Resolution at the regular December meeting.

New Project Opportunities

1. Mukilteo Parking Issues: Gordon will attend a meeting tomorrow in Mukilteo with Mukilteo Mayor Joe Marine, Langley Mayor Larry Kwarsick and Island County Transportation Planner Donna Keeler to discuss parking issues.

A. Rural Mobility Grant – Application with the City of Langley: No update until March or April at least.

2. Clinton Traffic Calming Issues

A. Regional Transportation Planning Organization (RTPO) Grant: Enhancement Funds were awarded to help pay for the six electronic speed signs that will be placed in Langley, Coupeville and Clinton (2 each). The Port will provide the 12.5-13.5% match for the \$15,000 grant Clinton was awarded.

3. Mutiny Bay Property Donation: Gregoire reported that Island County is trying to get it in their ownership, and once that happens they will discuss with other entities how to address maintenance issues, agency roles, etc.

ACTIVITIES/INVOLVEMENT REPORTS

Economic Development Council (EDC): (Jerome) No report. Next meeting is November 21st. Jerome is unable to attend, so either Gregoire or Gordon will try to attend.

Council of Governments (COG): (Gordon) Gordon said the most recent meeting wasn't all that consequential. He is trying to get the Skagit-Island Builders involved with the Sustainable Whidbey Coalition. He suggested the Port should consider becoming a member of the Coalition in order to "get a seat at the table." Their meetings take place before the COG meetings, and he would be willing to attend them. Field said he would add it to the December agenda under New Business.

At the November 28th meeting, the COG will prepare a list of legislative priorities, so if anyone has any suggested legislative changes, Gordon asked that they let him know so he can bring the comments to that meeting.

Skagit-Island Regional Transportation Planning Organization (RTPO): (Gordon) The recent meeting was held at Cranberry Lake with both Skagit and Island County RTPOs. Speakers were U.S. Representative Rick Larsen, and Washington State Representatives Barbara Bailey* and Norma Smith. (*Bailey was elected State Senator in the recent election). Ray Dierdorf from Washington State Ferries (WSF) made some interesting comments about the Port Townsend/Coupeville ferry run. With the larger boats in place, WSF has been surprised that there are so many more larger vehicles (50 ft. and larger) utilizing that run. Gordon pointed out that the run has a reservation system, so priority loading is probably responsible for that increase. On the Clinton/Mukilteo run, commercial vehicles can't priority load so they never know when they will be able to get across. Gordon said, *"I'm not necessarily in favor of an all reservation system down there, but I just think there should be known times when larger vehicles can be assured to get on the ferry. I think it would be really good for trade on and off the island."*

Marine Resources Committee (MRC): (Gregoire) No report.

Washington Public Ports Association (WPPA): (Jerome)

1. Small Ports Seminar in Leavenworth: Gregoire said, *"It was an excellent, excellent seminar. They recommended that ports do their own SEPA process and they had a great 5-step process for getting projects through that a bunch of consultants and former WPPA Director Jerry Heller were talking about."* He said they would talk more about it at the special workshop.
2. Annual Meeting in Seattle Nov. 28-30: Staff was directed to sign up for one full registration and Gordon and Gregoire would each attend different sessions.
3. Continuing Legal Education in Seattle Nov. 27: Field will attend.

Puget Sound Partnership (PSP): No report. Gordon reiterated the need to find someone to represent business in general on the Citizen's Advisory Panel, and it would be nice if they had an interest in the ports. Gregoire served in that capacity until he was elected, making him ineligible.

Langley Shoreline Master Plan Committee: (Gregoire) No update.

Island County Shoreline Master Plan: (Gregoire) Gregoire said, *"They're moving along and we're trying to get some language changed. There's been pretty good feedback, so I'm optimistic that we can get a few placeholders – language that will allow the Port to spend money on boat ramps and continue to do things in Langley."* It is moving along and he is optimistic that we'll be able to get some improvements.

OLD BUSINESS: There was no old business.

NEW BUSINESS

Enduris Risk Management Seminar with Gordon Graham – Feb 6 in Burien: Field and Mozer will attend the free seminar.

Holmes Harbor Golf Course: Gordon recently spoke with Stan Walker of the Holmes Harbor Sewer District (HHSD). HHSD is required to spray its effluent out onto the golf course which is currently closed and has been for some time. Because it isn't open, the HHSD has to spend \$50,000-\$75,000 per year maintaining it (mowing, etc.). Gordon said, *"So they are looking for ideas. They called and asked us if we were interested in their floats, but it turns out they would like to know if the Port would like to use the whole facility or find a way to buy it or manage it, etc."* He asked if Gregoire would like to look into it further since he is the Freeland area Commissioner. Gregoire felt it was worth discussing and agreed to take it on.

Special Meeting/Workshop: After a brief discussion, the Commission agreed to hold a Special Meeting in workshop format to discuss three possible topics: the Purchase Offer for Possession, the SWH Phase 1 project (with the possibility of giving direction to proceed to bidding if permits and FEMA updates have been received), and the Comp Scheme process. It was tentatively scheduled for the evening of Tuesday, December 4th.

Port Holiday Schedule: Mozer noted that the Port's holiday/office closure schedule is "pretty unique." Under the current structure, the office is closed for just 7 full days and 2 half-days. They are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and ½ days on Christmas Eve and New Year's Eve. She hopes the Port could make the schedule more flexible and more in line with other businesses. For example, on Veteran's Day the Port office was open, but the banks, post office, schools, Island County, State of Washington, and the City of Langley were all closed. MacLeod-Roberts added that President's Day presents the same problem. There are eleven other Class C ports, and she had successfully contacted 8 of them. Of those 8 ports, 7 of them are closed for Veteran's Day and President's Day. There are 10 federal holidays, so Mozer proposed maintaining the same 7 full days and adding 3 "floating" holidays to provide the office staff with a total of 10 days. Gordon asked her to prepare a formal proposal, including a calendar identifying the days that the Port office would be closed, for Commission consideration at the regular December meeting. Jerome asked her to include the comparative data on other agencies such as the County, City of Langley, etc.

ADJOURNMENT: The Meeting was adjourned at 9:35 p.m.

Approved:

Minutes prepared by:

Commissioner Curt Gordon, Clinton

Edwin S. Field, Port Operations Manager

Commissioner Dennis Gregoire, Freeland

Commissioner Chris Jerome, Langley

OLD BUSINESS: There was no old business.

NEW BUSINESS

Enduris Risk Management Seminar with Gordon Graham – Feb 6 in Burien: Field and Mozer will attend the free seminar.


Holmes Harbor Golf Course: Gordon recently spoke with Stan Walker of the Holmes Harbor Sewer District (HHSD). HHSD is required to spray its effluent out onto the golf course which is currently closed and has been for some time. Because it isn't open, the HHSD has to spend \$50,000-\$75,000 per year maintaining it (mowing, etc.). Gordon said, *"So they are looking for ideas. They called and asked us if we were interested in their floats, but it turns out they would like to know if the Port would like to use the whole facility or find a way to buy it or manage it, etc."* He asked if Gregoire would like to look into it further since he is the Freeland area Commissioner. Gregoire felt it was worth discussing and agreed to take it on.

Special Meeting/Workshop: After a brief discussion, the Commission agreed to hold a Special Meeting in workshop format to discuss three possible topics: the Purchase Offer for Possession, the SWH Phase 1 project (with the possibility of giving direction to proceed to bidding if permits and FEMA updates have been received), and the Comp Scheme process. It was tentatively scheduled for the evening of Tuesday, December 4th.

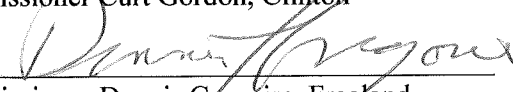
Port Holiday Schedule: Mozer noted that the Port's holiday/office closure schedule is "pretty unique." Under the current structure, the office is closed for just 7 full days and 2 half-days. They are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and ½ days on Christmas Eve and New Year's Eve. She hopes the Port could make the schedule more flexible and more in line with other businesses. For example, on Veteran's Day the Port office was open, but the banks, post office, schools, Island County, State of Washington, and the City of Langley were all closed. MacLeod-Roberts added that President's Day presents the same problem. There are eleven other Class C ports, and she had successfully contacted 8 of them. Of those 8 ports, 7 of them are closed for Veteran's Day and President's Day. There are 10 federal holidays, so Mozer proposed maintaining the same 7 full days and adding 3 "floating" holidays to provide the office staff with a total of 10 days. Gordon asked her to prepare a formal proposal, including a calendar identifying the days that the Port office would be closed, for Commission consideration at the regular December meeting. Jerome asked her to include the comparative data on other agencies such as the County, City of Langley, etc.

ADJOURNMENT: The Meeting was adjourned at 9:35 p.m.

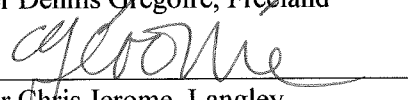
Approved:



Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland



Commissioner Chris Jerome, Langley

Minutes prepared by:



Edwin S. Field, Port Operations Manager

Exhibit A: Voucher Listing
Exhibit B: September 2012 Financial Statement
Exhibit C: 2013 v. 4.0 Final Budget: Budget A (includes FEMA funding)
Exhibit D: 2013 v. 4.0 Final Budget: Budget B (no FEMA funding)
Exhibit E: Ordinance/Resolution No. 12-08 to Establish 2013
Exhibit F: Levy Certification
Exhibit G: Summary Letter & Purchase Offer from Clyde & Marcia Monma
Exhibit H: RCO Boating Facilities Program Preliminary Ranking
Exhibit I: Copies of "Section VIII Public Involvement and Planning Process" from Comp Scheme
Exhibit J: Draft Resolution No. 12-09 – By-Law Revisions