

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND  
REGULAR MEETING**

Meeting held at South Whidbey Parks & Rec District, 5475 Maxwellton Rd, Langley WA  
Tuesday, March 12, 2013 at 7:30 p.m.

**AGENDA\*\***

WORKSHOP (7:15 – 7:30 P.M.): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

BUSINESS MEETING

**Consent Agenda**

1. Approval of Current Vouchers (dated March 2013) in the amount of **\$46,287.60**
2. Approval of Minutes from the Regular Meeting of November 13, the Public Hearing on the 2013 Preliminary Budget of November 13, and the Special Meeting of October 30, 2013

FINANCIAL ACTION ISSUES

**January 2013 Financial Report** (distributed Feb. 28, 2013)

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

1. Applications for Funds
  - A. Whidbey Island Farm Tour: Whidbey Island Conservation District
  - B. Celebrate America Port-a-Potty Sponsorship: South Whidbey Assembly of God
  - C. Clinton Thursday Market: Clinton Chamber of Commerce
  - D. MayFest: Clinton Progressive Association
  - E. 2013 Tourism Brochures: Freeland Chamber of Commerce
2. Resolution No. 13-03: Establishing Agreements for Port Grant Funding per Commission direction

ACTION ISSUES

**South Whidbey Harbor Update**

1. Phase 1: Breakwater Relocation with Uplands & Utility Improvements
  - A. Construction Issues
    - Phase 1 Bid Results from March 5, 2013 Bid Opening
  - B. Funding Issues
    - Port Security Grant (FEMA) status, including Consortium coordination
  - C. Property Issues
    - Boatyard Inn Project: Request for Air Rights Easement withdrawn
2. Boat Ramp Boarding Floats
  - A. Mike Carlson Enterprises (MCE) complete, contract close-out underway
3. Harbor Operations
  - A. Mystic Sea operations underway
  - B. Parking Shuttle Funding Request from Langley Main Street Assoc. (including Resolution 13-04)
  - C. Annual Review of Harbor Regulations, including review of commercial preference

**Possession Beach Waterfront Park Update**

1. Property Lease to AT&T

**Port Operations**

1. Port Comprehensive Scheme for 2013-2019
2. Port Office Lease - Renewal for 2013-2016
3. Fencing at Bush Pt. Parking Lot
4. Additional Dock Repairs in Clinton
5. Educational Display at Freeland Park

**New Project Opportunities**

1. Mukilteo Parking Issues

ACTIVITIES/INVOLVEMENT REPORTS

**Economic Development Council (EDC):** Gordon

**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. Ports Day in Olympia March 7

**Langley Shoreline Master Plan Committee:** Gregoire

**Island County Shoreline Master Plan:** Gregoire

OLD BUSINESS

NEW BUSINESS

**National Working Waterfronts & Waterways Symposium, March 26-28 Tacoma**

ADJOURNMENT

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 12, 2013

Langley, Washington

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

### **Others Present:**

**Port Staff:** Ed Field (Port Operations Manager), Angi Mozer (Port Finance Manager), Molly MacLeod-Roberts (Port Clerk), and Julie James (Harbormaster); **Others:** Ed Young (Whidbey Island Kayaking Company), Jim Sundberg (City of Langley Councilmember), Ben Watanabe (South Whidbey Record), Mark C. Brown (Island County Sheriff), Michaela Wheatley, Janet Ploof, and Fred Lundahl (Langley Main Street Association); Carol Flax, Bruce Didier and Libby McCauley (Clinton Thursday Market); Gretchen Schlomann and Rita Comfort (Whidbey Farm Tour), Leanne Finlay (Freeland Chamber of Commerce) and **Clinton Residents:** Bill Rowlands, Jeff Johnson and Bruce Buls.

**MEETING CALL TO ORDER:** Following a Workshop from 7:15 p.m. to 7:30 p.m. for informal Commission review of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, March 12, 2013, 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., followed by the Pledge of Allegiance.

### 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 Chris Jerome and seconded by Commissioner Dennis Gregoire to approve the Consent Agenda as submitted, including the authorization and acceptance of Vouchers dated March 2013 as signed today in the amount of \$46,287.60. The Motion passed unanimously.

### FINANCIAL ACTION ISSUES

**January 2013 Financial Report:** The Commission acknowledged receipt of the January 2013 Financial Statement, which had been distributed to them previously (**EXHIBIT B**). Port Finance Manager Angi Mozer said the Port received \$14,000 in tax and operating revenue, \$22,000 in grant funding, and incurred \$52,000 in operating and capital expenses during January 2013. Ending cash balance at 1/31/13 was \$1,004,000, consisting of \$880,000 in the Bond Fund and \$124,000 in the General Operating Fund. The Bond Fund was invoiced in February and that will be reflected in the February 2013 Financial Statement. Mozer reported that she had submitted a 75% reimbursement invoice of \$98,266 to the Recreation and Conservation Office (RCO) Boating Facilities Program Grant for the South Whidbey Harbor Boat Ramp Boarding Floats. Jerome asked if the Port had invoiced the Rural County Economic Development Fund grant yet. Mozer said no, because after meeting with Island County Budget Director Elaine Marlowe she determined the cleanest way is to invoice just the construction costs. The Port will get the invoice from the contractor, pay it, and then invoice the County for reimbursement of the payment.

### PUBLIC COMMENT – Items not on Agenda:

**Fred Lundahl** spoke on behalf of Monte Hughes from Mystic Sea Charters, who was unable to attend the meeting. Hughes asked him to thank the Port and especially the Harbor Staff for a very smooth and

successful first weekend of whale watching. He looks forward to continuing the tours through April. Gordon asked Lundahl to pass on his thanks for the complimentary passes for the kick-off cruise on March 8<sup>th</sup>. (Per Commission direction at the regular February meeting, Mozer had contacted the Municipal Research and Services Center and confirmed the passes were an appropriate and acceptable gift to the Commission.)

**Jeff Johnson** of Clinton was on hand to discuss the recently formed Ad Hoc SCUBA Dive Park/Artificial Reef Committee. He, Geoff Tapert, Todd Graves and Pete Pehl met on March 9<sup>th</sup> to discuss potential dive park locations to supplant the pending loss of the informal dive location at the South Whidbey Harbor. They considered seven South Whidbey locations and agreed on the feasibility of the following three in order of preference: Possession Beach Park, Freeland/Holmes Harbor and Mutiny Bay. They identified potential partners to help assist with the funding and implementation of a dive park/artificial reef. Noting that the Port is in the process of updating the Comprehensive Scheme, the group would like to “reserve a place in line to ensure that the concept of a dive park is at least included in the new Plan.”

### **Applications for Funds**

1. Whidbey Island Farm Tour – Whidbey Island Conservation District (**EXHIBIT C**): Gretchen Schломann was on hand to present a \$1,000 request for printing brochures for the Farm Tour which will be distributed on the ferries, at Chambers of Commerce, etc. The event draws visitors from the entire Puget Sound region, specifically emphasizing Everett, Seattle, Bellevue and Lynnwood as the primary draws. Last year, they estimated there were 3,500 visitors on the Tour with individual farms receiving an average of 500 visitors per farm over the two-day event. Some farms reported 25-30% were off-island visitors, and based on survey data collected they estimated 190 off-island visitors stayed overnight. In addition to promoting the farm businesses, the Tour is also working on promoting other businesses such as bed and breakfasts and restaurants that get their food from the farms.

2. Celebrate America Port-a-Potty Sponsorship – South Whidbey Assembly of God (**EXHIBIT D**): The \$1,010 request was submitted to pay for the rental of Port-A-Potties at the July 3<sup>rd</sup> event which is attended by 4,000-5,000 locals and off-island visitors each year. Port Operations Manager Ed Field noted that the Port co-owns the bathrooms at Freeland Park where the event is held, and in the past the Port has paid for the Port-A-Potties so the septic system and existing bathrooms are not overwhelmed and possibly damaged by the large crowd. If approved, the \$1,010 would be paid directly to the provider of the units.

3. Clinton Thursday Market – Clinton Chamber of Commerce (**EXHIBIT E**): Carol Flax (Market Manager) was on hand to present the Chamber’s request of \$3,250 for publicity. The event broke even last year, even though the planning for it didn’t really start until April. Flax said they started planning for this year’s Market in December and they hope by getting the word out earlier, etc. that it will be a bigger success and help vitalize the Clinton business community.

4. Mayfest – Clinton Progressive Association (**EXHIBIT F**): Flax was again on hand (as President of the Association) to present the \$800 request to fund advertising and promotion of Mayfest. Approximately 16% of 2012 attendees were not South Whidbey residents, and they hope to increase that percentage with off-island advertising.

5. 2013 Tourism Brochures – Freeland Chamber of Commerce (**EXHIBIT G**): Leanne Finlay was on hand to present the Chamber’s request of \$3,000 for printing and distribution of two different tourism brochures – a redraft/update of the very popular 2012/2013 Freeland Tourism Brochure and a new brochure geared to overnight and day trip visitors with an interest in “birding” and bird watching. Finlay also wanted to add her support for the Celebrate America request for port-a-potty funding, noting that it was a great event that brought in lots of tourism dollars to Freeland businesses.

The total amount requested in the five applications added up to \$9,060.

**MOTION:** A Motion was made by Gregoire and seconded by Jerome to approve all the requests (totaling \$9,060) submitted and allocated as follows:

- Whidbey Island Conservation District: Farm Tour \$1,000
- Celebrate America/SWAG: Port-a Potties \$1,010
- Clinton Chamber of Commerce: Clinton Thursday Market \$3,250
- Clinton Progressive Association: Mayfest \$800
- Freeland Chamber of Commerce: 2013 Tourism Brochures \$3,000

The Motion passed unanimously.

Gordon noted that the goal remains the same for all the groups – ideally they will become self-sustaining.

**Resolution No. 13-03 – Establishing Agreements for Port Grant Funding per Commission Direction (EXHIBIT H):**

**MOTION:** A Motion was made by Gregoire and seconded by Jerome to approve Resolution No. 13-03, Establishing Agreements for Port Grant Funding In Support of Economic Development with Whidbey Island Conservation District, South Whidbey Assembly of God (Celebrate America), Clinton Chamber of Commerce, Clinton Progressive Association, and Freeland Chamber of Commerce. The Motion passed unanimously.

#### ACTION ISSUES

##### **South Whidbey Harbor Update**

(Agenda was completely re-ordered by Commission agreement to discuss Construction Issues as the last item under South Whidbey Harbor Update rather than first, and discuss Harbor Operations prior to Property Issues and Boat Ramp Boarding Floats in order to better accommodate the meeting's attendees.)

##### 1. Phase 1: Breakwater Relocation with Uplands & Utility Improvements (PART I)

###### A. Funding Issues (Part I)

**Port Security Grant (FEMA), including Consortium coordination:** Sheriff Mark Brown from the Island County Sheriff's Office (ICSO) addressed the Board regarding the potential grant funding for a Sheriff's vessel. He wanted to provide a clear explanation and a very direct discussion as to how the Marine Safety Unit Program is funded in Island County. Every boat registration in Washington includes a \$4.50 fee that is then distributed throughout the State based on the number of registered boats in the County. That money is not part of the General Fund. It is a dedicated funding source for Boating Safety Education and Enforcement. If a county doesn't use that money, it can be redistributed to other counties. Since Island County cannot afford to have paid deputies on the boats, Sheriff Brown has a group of reserves and trained deputies who conduct boat safety checks and inspections on their days off.

When the FEMA grant opportunity came up, Brown said it was his understanding that ICSO would have to come up with a \$35,000 match for the \$140,000 boat. The ICSO currently has two boats, and he plans to sell them in order to come up with the \$35,000. Since the South Whidbey Fire/EMS plans to have an emergency vessel in the water at the Harbor, Brown wants the Sheriff's boat to be on a trailer rather than moored in the water.

Brown stated, *"I believe it is very important for the Island County Sheriff's Office to have a boat. But I am fully aware of how that is funded and I want everyone in the public to understand that I am not trading a boat for a deputy. I will not, could not do that. And it doesn't come out of the General Fund – it's funded from boater registrations and it is a separate fund. All maintenance and fuel would be paid with funds collected via boater registration for the Marine Safety Unit Program."*

Port Finance Manager Angi Mozer said FEMA seemed open to either scenario (permanently moored or on a trailer). She had expressed to them Brown's thoughts about a trailered boat on land providing better access to the west side of Whidbey Island than a boat moored on the east side.

## 2. Harbor Operations

A. Mystic Sea Operations: Underway as of kick-off cruise for locals on March 8<sup>th</sup>; going very well.

B. Parking Shuttle Funding Request from Langley Main Street Association (LMSA), including Resolution No. 13-04 (**EXHIBIT D**): LMSA President Janet Ploof, Fred Lundahl and Michaela Wheatley presented LMSA's request for a grant from the Port for \$5,000 to pay for one-half of the purchase price of the six-passenger golf cart. The City of Langley has provided a grant of \$5,000 for the other half. The golf cart shuttle will be used to move people between the marina and uptown Langley locations such as the Fairgrounds, parking lots, WICA and shopping areas. As previously stated, LMSA will own, operate and maintain the golf cart for the economic benefit of both the Port and the City. By providing a method for moving people up and down the steep Wharf Street, the shuttle will go a long way toward solving that transportation problem and bring customers to businesses in Langley.

Ploof said, *"The reason we're here is that you guys got us going with a \$2,500 grant for the start-up costs of forming a 501(c)3 and becoming a Main Street Association. So thank you for putting us on the ground. The next year, we asked the Port again for a grant to help with the Second Street Market and because of you providing that funding, we were able to make the Market self-sufficient. So we won't be back asking for money for the Market. Thank you! We're here to answer any questions you might have."*

Gordon explained that he viewed the shuttle as a way for the Port to make a preemptive effort to help minimize parking congestion and move people in and out of the Harbor. The City and the Port have an InterLocal Agreement to work together to manage parking at the Harbor. It is still in effect, and under this first expansion phase the Port is meeting its requirements for parking. He added that as we head into the next phase, we'll have to come up with additional off-site parking and the shuttle would definitely help make that work. Gordon said he fully supports providing \$5,000 for the shuttle.

Gregoire said it makes sense to try it. Even though he has real concerns and doubts about how effective it's going to be, but he's willing to go along with it and he's interested to see what comes out of it. He thought boaters wouldn't use it, preferring to walk after being on the boat.

**ACTION:** A Motion was made by Gregoire and seconded by Jerome to approve Resolution No. 13-04, Establishing an Agreement for Port Grant Funding of \$5,000 for a Parking Shuttle In Support of Harbor Expansion and Economic Development in Langley. The Motion passed unanimously.

C. Annual Review of Harbor Regulations, including review of commercial preference: Field explained that based on a review of the Regulations with office and Harbor staff, there were a few minor clean-up items and a few items of some significance to address for this year. A more extensive review is anticipated for expanded operations next year. Specific revisions are as follows:

- General throughout document: Changed "Port Manager" to "Port Operations Manager"
- I.D - COMMUNICATIONS - Revised to identify 911 as primary emergency contact number, then sequential list of staff positions: Order of contact is now Harbormaster, Dockmaster, Port Op Manager, Port Finance Manager, Port Clerk (who can contact Commission or ...).
- I.H – APPLICABLE STATUTES – Added reference to recent DNR Aquatics Land Lease and PMA Amendments.
- II.D - DIVING – Revised to Recreational diving is prohibited within the Harbor, with some provisions for diving/maintenance work when approved by the Harbormaster. (specific text attached\*)

- III.C – MOORAGE ASSIGNMENT – Revised check-out time to 1200 hours (noon) from 1400 hours (2pm); that's enough time to get breakfast and ease out, yet might open up a few more day stop slips.
- III.E.3 – LONG TERM MOORAGE – Revised text for commercial preference and corrected priority for non-commercial annual-moorage wait list. (copy enclosed\*)
- III.G.1 – UTILITIES – Clarifies that Utility Fee includes electrical power along with other utility/service costs.
- III.K.3 – DEPOSITS FOR L-T MOORAGE: Deletes unclear/unnecessary item.
- III.L.I – HARBOR LATE FEES - Changes Late Fee imposition from “shall” be imposed to “may” be imposed, to allow flexibility for management and extenuating circumstances. (specific text attached\*)
- III.X – SWIMMING AND DIVING – Revised to prohibit recreational diving, with maintenance or emergency repair diving allowed only with specific approval of Harbormaster.
- III.DD – PEACE AND QUIET - Revises start of Quiet Time from 11pm to 10pm.

\*See Detailed Revisions (**EXHIBIT J**)

Gordon said he was fairly trusting of Field's expertise in the area, and asked Gregoire and Jerome if they had any questions and comments on the changes. Jerome had questions regarding the people on the waiting list for long term (permanent) moorage: Do they have to be district residents in order to be on the list? Field said no, they just request to be added to the list. Jerome asked how many are currently on the list and Port Clerk Molly MacLeod-Roberts estimated there are 120-125 individuals. Gordon asked how many permanent spots there were. Field said there are currently six slips, and MacLeod-Roberts explained that it's actually 200 linear feet of dock space so the number of slips could change depending on the size of the boats.

**Commercial Preference:** In April of 2011, Ed Young of Whidbey Island Kayaking Company (WIKC) submitted a proposal for commercial moorage and the Port Commission approved and granted his request for the available annual slip. Young was on hand to present “*Whidbey Island Kayaking Company's Report on Commercial Moorage Per Ed Field's March 8, 2013 request*” (**EXHIBIT K**). The report outlined the various ways his moored vessel is used by his business, and indicated that having the commercial moorage helped to increase his business revenues which were up 17% last year. WIKC has added new offerings, including stand up paddleboard rentals, bicycle tours and kayak fishing. In 2012 between 3/15 and 10/15, WIKC served 1,105 clients from the Harbor location. Young said most customers ask about places to eat and stay, and WIKC is happy to recommend the local restaurants, B&Bs, etc. He provided letters from several merchants (Mo's Pub, the Inn at Langley, Prima Bistro, and the Boatyard Inn) that expressed the economic benefit WIKC provides.

Young's report noted that WIKC provides part-time employment to 5 individuals; 4 of which live on Whidbey Island and spend their money locally. Two of the employees had also provided letters of support. Finally, the report stated that over 90% of WIKC's clients come from off-island. Young summarized that Whidbey Island Kayaking Company has fulfilled its goals as outlined in its original proposal to the Port and brought significant, positive economic benefit to South Whidbey while increasing public access to the marine environment by providing low impact, non-motorized tourism and recreation.

Gordon asked how critical is it for WIKC to have a slip, and Young explained that as their base of operations, it is vital for their business. He noted that the Boatyard Inn allows WIKC to park the trailer on their property and most of WIKC's clients are parking there as well.

Gordon asked Staff if they were suggesting any change to the commercial preference regulations, and Field explained that the only change was to add language to include economic development whereas before it just referenced recreational experience. Jerome suggested adding the word “marine” in front of recreational experience and the Commission agreed and Field said he would make the change.

The Commission thanked Young for his report and taking the time to attend the meeting.

**Annual Moorage Regulations:** Field said Staff had observed the priorities for when an annual moorage berth becomes available appeared to be backward and they recommended reversing the order. Currently, the priority is as follows:

- i. First priority shall be given to boaters who have successfully held a Winter Moorage Agreement with the Port during the previous term; whose boats fit the available space; and are either property owners in the Port District or are residents of the Port District
- ii. Second priority shall be given to boaters who have been on the list the longest and whose boats fit the available space.

Staff's recommendation was to reverse the order and provide first priority to those boaters who have been on the waiting list the longest and second priority to those who had winter moorage the previous term.

Jerome thought it was intentional that boaters who previously held a Winter Moorage Agreement were given priority over those on the waiting list. MacLeod-Roberts explained that boaters who held winter moorage the previous year would still have priority for winter moorage the following year, but under the current prioritizing those winter moorage customers would be able to be first in line for the available berth without ever even being on the waiting list. Jerome asked if that was a bad thing. She said yes, because Staff is telling people what number they are on the list and they are expecting that list to be followed. Under the current regulations, it would not be and the waiting list would not shorten.

Gregoire asked if there was a fee to be on the waiting list as there was over at the Port of Everett. Field said there is not a fee and noted that there has only been one slip that became available since the Port took ownership in January 2009.

After additional discussion, the Commission agreed to table the discussion regarding the priority for annual moorage and leave that section unchanged for now. All other changes were approved by the Commission as presented with no exception taken.

1. Phase 1: Breakwater Relocation with Uplands & Utility Improvements (PART II)

B. Construction Issues

- **Phase 1 Bid Results from March 5, 2013 Bid Opening:** Field reported 9 bids were opened, with the apparent low bid of roughly \$1.6 million submitted by Mike Carlson Enterprises and a 2<sup>nd</sup> low bid of roughly \$1.7 million submitted by Pacific Pile & Marine. The high bid was roughly \$2.2 million.

Field said they had started the review of the bid documents, and the first day after opening the Port received a Request for Information from a mechanical subcontractor regarding the qualifications of the prime contractor of the apparent low bidder. On the 2<sup>nd</sup> day following bid opening, the Port received a formal bid protest on behalf of the 2<sup>nd</sup> low bidder, Pacific Pile & Marine. The formal request was timely. Field said the Port's attorney has been consulted and the Commission is allowed to go into Executive Session to discuss the issue and the attorney's comments. The Commission agreed to hold an Executive Session at the end of the meeting.

A. Funding Issues (PART II): Mozer referred the Board to their copies of the Draft Predicted SWH Construction Project Cash Flow that she had prepared (**EXHIBIT L**). She is still finalizing the projections (which run through 2014), but it looks like the Port will be "pretty thin on the cash flow" in March 2014 pending the first half payment of property taxes that are due April 30<sup>th</sup>. Mozer said she will make suggestions on ways to streamline the cash spending between now and then in order to preserve a cash base at that time and better manage the cash flow.



### C. Property Issues

- **Boatyard Inn Project – Request for Air Rights Easement:** Field reported Boatyard Inn owner Paul Schell had submitted a letter withdrawing their request for the air rights easement.

3. Boat Ramp Boarding Floats: Work is complete; contract close-out is underway and should be done by the end of the month.

### Possession Beach Waterfront Park Update

1. Property Lease to AT&T/Cingular: Mozer reported receipt of the initial payment of \$2,200 as required by the Lease Agreement.

### Port Operations

1. Port Comprehensive Scheme for 2013-2019: Mozer referred the Board to their copies of the List of Potential Key Stakeholders she had prepared (**EXHIBIT M**). The draft list included 7 public agencies as well as 9 user/citizen groups. During the last meeting with Makers Architecture and Urban Design LLP (Makers), Julie Bassuk indicated they would like the list pared down to 6 or 7 stakeholders. The Commission agreed there would definitely be more than just 6 or 7. Gregoire thought Makers should first conduct the interviews with the Commissioners, and then determine the list of stakeholders based on the information gathered. Jerome suggested that in order to stay within the budget and hours laid out by Makers, the stakeholders could be grouped together so that Makers could conduct the facilities tour, individual interviews with the Commissioners and then interview the stakeholder groups on the same day. After additional discussion, the Commission agreed to individually submit their amended lists of stakeholders to Mozer, who will then contact Bassuk and coordinate the schedule, etc.

Mozer recommended approval of the Contract between the Port and Makers for the Strategic Plan and Comprehensive Scheme (**EXHIBIT N**). The Commission approved the Contract as submitted and Gordon provided his signature as President.

Field had prepared a Draft Asset Inventory and Review of 2007-2013 Comprehensive Plan Projects (**EXHIBIT O**). Gregoire indicated he had some comments for Staff on it and that there was a lot more information that needed to go in it. Field told him, “Just email it in; I’ll be happy to throw it in there.” Jerome said the Draft Asset Inventory was very helpful, but noted that the final sentence under the description of the Humphrey Road Parking Lot (“*Currently, it is the only Port asset which generates revenue.*”) is not accurate. Field said he would delete it and explained that he had missed it when he copied it from the current Comp Scheme.

2. Port Office Lease Renewal 2013-2016: The Port has renewed the lease for office space with China City with a negotiated 5% increase in rent. Mozer signed the lease agreement as Port Finance Manager.

3. Fencing at Bush Pt. Parking Lot: Spyderman Excavating LLC has begun working on the repair; expects to be finished in two weeks.

4. Additional Dock Repairs in Clinton: The owner of Greenbank Metalworks noticed that the dock had suffered damage during the low tides. He came up with a fix, Field checked with Reid Middleton, and Greenbank Metalworks was able to complete the emergency repair the same day. They are looking at other fixes, but Field cautioned that the dock has “a ticking time bomb on it – we are Band-Aiding it.”

5. Educational Display at Freeland Park: Island County provided a map showing the revised location for the laser cut steel panels depicting the history of the Holmes Harbor Shellfish District (original location was to the left of the ramp as you face the water, Gregoire & Field had pointed out that was a poor location). The location has been changed to the opposite side of the ramp, so the Port provided approval.

### **New Project Opportunities**

1. Mukilteo Parking Issues: Gordon and others had gone to Olympia to lobby as a group for parking at the new multimodal terminal. He personally met with the new head of the Senate Transportation Committee, along with elected officials Norma Smith, Barbara Bailey and Dave Hayes. His goal was to push Sunday bus service, bus service into Langley, parking in Mukilteo and push to add passenger load/unload overhead in Clinton as well in Mukilteo.

### ACTIVITIES/INVOLVEMENT REPORTS

**Economic Development Council (EDC):** (Gordon) No meeting this month.

**Council of Governments (COG):** (Gordon) Most of the discussion centered around how to get people to "Buy Whidbey."

**Skagit-Island Regional Transportation Planning Organization (RTPO):** (Gordon) Gordon said RTPO has been very busy; Island County Commissioner Jill Johnson is the new chair and she is trying to get up to speed on the critical issues. He continues to try and educate people on the issue of transportation concurrency. At the state and federal levels (and therefore RTPOs as well), the new focus is to get grant dollars off the shelf and take money away from areas with too much money on hold for long periods of time.

**Marine Resources Committee (MRC):** (Gregoire) Gregoire said MRC is just doing some information gathering; they are working on their Strategic Plan as well. He did meet with Jill Johnson and said she is very open to having some input on the shoreline process.

**Washington Public Ports Association (WPPA):** (Jerome) No update.

1. Ports Day in Olympia on March 7: No one attended.

**Langley Shoreline Master Plan (SMP) Committee:** (Gregoire) Gregoire said there was nothing new to report.

**Island County Shoreline Master Plan:** (Gregoire) Gregoire said it is still at the Department of Ecology.

### OLD BUSINESS

**Biological Evaluation for Possession Park:** Jerome had read through some of the previous Minutes and noted that back when the boat ramp planning grant was being discussed, the Commission had talked about the need to get the Biological Evaluation underway early in 2013. He said it appears to have dropped off the radar. Gregoire said it would be brought back up in the Comp Scheme process. Field and Mozer pointed out that the funding for that grant has not yet been approved, so the Port would not be able to get reimbursement at this stage.

### NEW BUSINESS


**National Working Waterfronts & Waterways Symposium:** March 26-28 in Tacoma. Gregoire said he would try to fit it into his schedule. Gordon said it was important to have a representative from the Port attend the Symposium.

**EXECUTIVE SESSION:** The Board of Commissioners went into Executive Session at 9:25 p.m. for an expected duration of 30 minutes to discuss the Port Attorney's advice regarding pending litigation related to bids for the South Whidbey Harbor Phase 1 Project. The Board came out of Executive Session at 10:08 p.m.

**ACTION:** A Motion was made by Gregoire and seconded by Jerome to throw all bids out and go back out for re-bid with no changes to the bid package. The Motion passed unanimously.


ADJOURNMENT: The Meeting was adjourned at 10:10 p.m.

Approved:



Commissioner Curt Gordon, Clinton

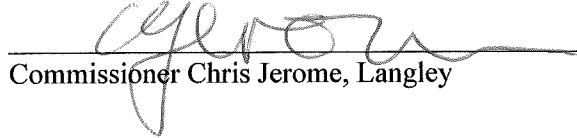
Minutes reviewed by:



Edwin S. Field, Port Operations Manager

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Commissioner Dennis Gregoire, Freeland



Commissioner Chris Jerome, Langley

- Exhibit A: Voucher Listing
- Exhibit B: January 2013 Financial Statement
- Exhibit C: Application for Farm Tour brochure printing funds – Whidbey Island Conservation District
- Exhibit D: Application for Celebrate America port-a-potty rental – South Whidbey Assembly of God
- Exhibit E: Application for Clinton Thursday Market funding – Clinton Chamber of Commerce
- Exhibit F: Application for Mayfest promotion funds – Clinton Progressive Association
- Exhibit G: Application for printing/distribution funds for 2013 brochure – Freeland Chamber of Commerce
- Exhibit H: Resolution No. 13-03: Establishing Agreements for Port Grant Funding
- Exhibit I: Resolution No. 13-04: Establishing Agreement for Port Grant Funding for Parking Shuttle
- Exhibit J: Detailed Revisions to SWH Regulations
- Exhibit K: Whidbey Island Kayaking Company's Report on Commercial Moorage & Supporting Info
- Exhibit L: Draft SWH Construction Project Cash Flow Projections
- Exhibit M: Draft List of Potential Key Stakeholders
- Exhibit N: Makers' Contract for Strategic Plan and Comp Scheme
- Exhibit O: Draft Asset Inventory