

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
WORKSHOP and SPECIAL MEETING
Held at Trinity Lutheran Church, 18341 State Route 525, Freeland, WA
Monday, May 20, 2013 at 6:30 p.m.

AGENDA**

WORKSHOP (6:00 – 6:30 P.M.): Informal discussion of recent correspondence

SPECIAL MEETING CALL TO ORDER (6:30 P.M.) and PLEDGE OF ALLEGIANCE

STRATEGIC PLAN AND COMP SCHEME (6:30 – 9:00 P.M.)

Meet with Makers Architecture and Urban Design, LLP (6:30 – 9:00 P.M.)

ADJOURNMENT

** Including Commission Discussion and Decision/Direction as applicable

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

May 20, 2013

Freeland, 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) **Others:** Julie Bassuk, Gerald Hansmire and Betsy Jacobson (Makers Architecture and Urban Design, LLP) and Matt Kukuk (Saratoga Environmental & Land Services)

WORKSHOP: A Workshop was held from 6:00 p.m. to 6:35 p.m. for informal Commission review of recent correspondence. In particular Commissioner Dennis Gregoire circulated a draft letter to the Department of Ecology which he had prepared (per previous Commission direction) in response to the draft Island County Shoreline Master Program. Commissioners Curt Gordon and Chris Jerome conducted a quick review and indicated that they agreed with the content of the draft. Gregoire said he would provide an electronic version to the Port Clerk for formatting.

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners (originally scheduled for May 9, 2013) was convened on Monday, May 20, 2013, at Trinity Lutheran Church located at 18341 State Route 525 in Freeland, WA. As announced, the primary purpose of the Special Meeting was for Commissioners to have an initial joint discussion with Makers Architecture and Urban Design, LLP (Makers) regarding the Port's Strategic Plan and Comprehensive Scheme. Although the Meeting was of course open to the public, it was specifically scheduled primarily for Commission, Staff and Makers to have preliminary discussion regarding these planning documents and public participation was not on the Agenda.

Commissioner Gordon, President, called the Special Meeting to order at 6:35 p.m., followed by the Pledge of Allegiance.

STRATEGIC PLAN AND COMPREHENSIVE SCHEME: Julie Bassuk explained that now that Makers has taken a tour of the Port's facilities and conducted interviews with the Commissioners, Staff and selected stakeholders, they are ready to conduct this Work Session to develop strategic goals and begin to identify project priorities. She provided copies of the Work Session Agenda (**EXHIBIT A**), which included Agenda Items for Stakeholder Interview Summary; Mission, Goals & Objectives (including goal category ideas); Identify Projects; Evaluate and Prioritize Projects; and Other (including review community questionnaire).

Bassuk and Gerald Hansmire provided a brief summary of the stakeholders' interviews. The Commission then discussed the following Goal Category Ideas that Makers had drafted based on the responses from all of the interviews:

1. Enhance Island Economic Well Being
2. Improve Port Financial Outlook
3. Strengthen Port Organizational Tools
4. Increase Island Quality of Life
5. Others?

The Commission discussed the Mission Statement and the Goal Category Ideas for approximately one hour. As part of that discussion, the Commissioners participated in a Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise, with the intent of working toward an answer to the question: How should the Port build on its opportunities and strengths to mitigate its weaknesses and threats?

Makers had also prepared a "Cheat Sheet" of Goals and Project Ideas (**EXHIBIT B**) that Bassuk described as a general "grab bag" of responses from the Commission, Staff and Stakeholder interviews. The Cheat Sheet provided suggested ways to complete the Goal Category Ideas and potential projects. The Commissioners discussed the Goals and Projects Ideas at length and suggested additions/deletions/changes during the next 75 minutes of the Work Session. Betsy Jacobson took notes throughout the discussion.


Due to the length of the meeting, the Commission was not able to review the community questionnaire. Bassuk said the next step is for Makers to process all the information from this session. From Jacobson's notes, they will pull together a concise description of the Commission's strategic goals, and deliver the draft Strategic Plan sometime next month. In mid-June, Bassuk will update the Project Schedule and send that to Port Finance Manager Angi Mozer. Makers will also be preparing a draft Project List that will be reviewed and discussed along with the draft Strategic Plan during another special meeting. She noted that they want to be broad with goals, objectives and areas of focus in the Strategic Plan, but with the Comp Scheme the Commission will need to be specific about near-term priorities and focus for their efforts. Bassuk said she would work with Paul Sorenson of BST Associates on drafting a scope of work for his economic analysis (\$5,000 budget), and he would be present at the special meeting to present his findings. After a review with Staff, Commission and community at a public Open House and Commission Meetings (sometime in July), Makers would then prepare the final Strategic Plan.

ADJOURNMENT: The Special Meeting was adjourned at 8:57 p.m.


Approved:



Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland



Commissioner Chris Jerome, Langley

Minutes reviewed by:



Edwin S. Field, Port Operations Manager

Exhibit A: Makers' Work Session Agenda
Exhibit B: Makers' "Cheat Sheet" of Goals and Project Ideas