

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING

LOCATION: SWPRD Meeting Room, 5475 Maxwellton Rd, Langley WA

DATE: May 8, 2012

7:15 PM – 7:30 PM WORKSHOP: Commission review of vouchers and recent correspondence

7:30 PM REGULAR MEETING CALL TO ORDER

1. Pledge of Allegiance

BUSINESS MEETING

1. Consent Agenda:
 - A. Vouchers: Vouchers dated **May 2012** as signed today in the amount of **\$56,907.82**.
2. Approval of Minutes
 - A. Minutes on file: Minutes from Regular Meeting of March 13, 2012.

FINANCIAL ACTION ISSUES - Staff Report, Public Comment, Commissioners' Discussion

1. March 2012 Financial Report (distributed on Apr. 30, 2012)
2. 2011 Annual Report

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

PROJECT ACTION ISSUES - Staff Report, Public Comment, Commissioners' Discussion

1. Possession Beach Waterfront Park
 - A. Property Lease to AT&T: Waiting for AT&T countersignature
 - B. Ramp Rebuild: RCO Planning Grant application for BFP underway (due 7/2/12)
2. South Whidbey Harbor
 - A. Phase 1: Breakwater Relocation and Boat Ramp Floats with Uplands & Utility Improvements
 1. *Design Status*: Reid-Middleton proposal for Final Design and Bidding tasks (5/3/12)
 2. *Permit Status – Breakwater Relocation* – Updated:
 - City of Langley: DNS issued 3/2/12, **Hearing Examiner approval issued 3/30/12**, now pending Dept. of Ecology action.
 - USACE Permitting: JARPA *submitted* 11/18/11 c/o Joe Callaghan/GeoEngr, with SPIF and Letter *Submitted* 12/12/11 to modify NWS-2007-1672
 - Hydraulic Proj. Appvl: HPA #122970-1 for Temp Storage Mitigation **approved** by WDFW (Issued 3/4/11, revis. TBD by Geo.), New HPA for Relocation to be issued pending new SEPA
 3. *Permit Status - Boarding Floats* - No update
 - Permit Extension Request to USACE: LOP NWS-2005-396 **approved** 11/9/11, valid thru 7/31/13.
 - Master Permit Appl. to Langley; **Approved** thru 12/29/11, w/ 1-year extension **pre-approved**.
 - DOE Water Qual. Cert & CZM: Valid through 12/29/11, with one-year extension **pre-approved**
 - HPA: #122942-2 **approved** on 3/3/11, with 30% grating requirement.
 4. *Permit Status – Construction Staging/Office and Uplands Improvements*
 - Crit. Areas & Shoreline Exemption: 4/13 City response to require initial geotech engr; Port decision to defer further efforts pending contractor needs.
 5. *Property Issues*:
 - DNR: Proposed PMA / Aquatics Land Lease modifications reviewed with DNR, provided responses by May 2, awaiting approval and revised agreement
 - Lots 20 & 21: West-side boundary location being investigated by escrow & title companies
 6. *Funding Issues*
 - Boating Facilities Grant (Floats only): Initial reimbursement received in March
 - RCEDF Grant: ILA approved, but extended performance schedule to be submitted (Gordon)

- Debt Financing: Escrow closed 4/30/12; \$863k proceeds available for project
- Port Security Grant (FEMA) incl. Consortium coord: FY '09 discussions underway w/ Marine Exch.
- B. Phase 2 & Beyond: The Rest of the Story...
 - 1. *Planning Issues:*
 - School/City/Port Memo of Understanding for LMS Parking: City appr'vd 4/16, Schools next
 - 2. *Permit Status:*
 - Hydraulic Proj. Appvl: HPA #118222-2 **approved** by WDFW (Issued 2/13/10, rev. 3/8/11),
 - USACE Permitting for Complete Expansion: JARPA **submitted** Aug, 2009, Formal ESA Consult. on Impact-dr. & Geo MM & MMPP (**subm.** 4/21/11) underway,
 - 3. *Design Status:* On hold pending permit action and planning direction
 - 4. *Funding Issues:*
- C. Harbor Operations
 - 1. *Electrical Maint. Project:* Project status update
 - 2. *On-Call Dock Attendant:* Two hired and doing well
- 3. Clinton Beach, Fishing Pier & Dock
 - A. Wood Ramp Removal Project: WDFW concurred that O&M permitting applies, Small-works bid package underway incl. RM input for gangway landing and dock/joint strengthening, Sched. TBD
- 4. Port Operations
 - A. Finance Manager Position: Candidates and search firms to be addressed
 - B. Surveillance / Port Security Project: Pending EHP review/approval (submitted 11/16/11)
 - C. Septic System Insp's per Island Co: All work completed last year! (Oops, reports sent to County, not us!)
- 5. New Project Opportunities
 - A. Mukilteo Parking Issues (Gordon)

ACTIVITIES/INVOLVEMENT REPORTS

- 1. Economic Development Council (EDC): Jerome
- 2. Council of Governments (COG): Gordon
- 3. Skagit-Island Regional Transportation Policy Organization (RTPO): Gordon
- 4. Marine Resources Committee (MRC): Gregoire
- 5. Washington Public Ports Association (WPPA): Jerome
 - A. Finance & Administration Seminar: June 20-21 at Sun Mountain Lodge, Winthrop
- 6. Puget Sound Partnership: Policy Devel./Tech Advisory Committee (ILIO): Open
- 7. Langley Shoreline Master Plan Committee: Gregoire
- 8. Island County Shoreline Master Plan: Gregoire
- 9. RCO WWRP Water Access Committee: Ed to Olympia for Project Reviews on May 18
- 10. Island Co. Hazard Mitigation Plan Update:

OLD BUSINESS

- 1. Park Property Issues: Initial discussions underway between IsCo Parks and SWPRD

NEW BUSINESS

- 1. Public Records Request: Rec'd 4/23/12, Initial response issued 4/30, File review schedule TBD by 5/14.

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

May 8, 2012

Langley, Washington

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

Others Present:

Port Staff: Ed Field (Port Operations Manager), Ron Rhinehart (Port Finance Manager) and Molly MacLeod-Roberts (Port Clerk); **Others:** Angela Mozer (Clinton), Wayne Morrison (Clinton) and Jim Sundberg (Langley City Councilmember)

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, May 8, 2012, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton 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**).

Approval of Minutes: Minutes from the Regular Meeting of March 13, 2012.

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 May 2012 as signed today in the amount of \$56,907.82. The Motion passed unanimously.

FINANCIAL ACTION ISSUES

March 2012 Financial Report: The Commission acknowledged receipt of the March 2012 Financial Statement, which had been distributed to them previously (**EXHIBIT B**). Port Finance Manager Ron Rhinehart provided the Commission with copies of the Financial Analysis Summary for March 2012, 2012 Cash Flow Projection and 2011-2012 Capital Expense Matrix (**EXHIBIT C**). The ongoing capital expenses for March total approximately \$20,000, including \$13,000 for the electrical refurbishment project. The Port also received nearly \$12,000 for the initial grant reimbursement from the Recreation & Conservation Office for the boarding floats at the South Whidbey Harbor. Rhinehart noted that the forecast for capital income is significantly higher, and said that is primarily the difference in the bond proceeds coming in ahead of expectations.

2011 Annual Report: Port Finance Manager Ron Rhinehart said Port Clerk Molly MacLeod-Roberts had compiled and prepared the Report, which he planned to review and sign by noon on May 10, 2012. It will then be submitted to the State Auditor's Office prior to the May 29th deadline.

PUBLIC COMMENT – Items not on Agenda

Wayne Morrison attended the Port's Special Meeting on May 3rd, which was scheduled to begin at 6 p.m. He said, *"It was scheduled to start at 6:00 p.m. and it didn't start until 6:20 p.m. I was the only member of the public there and I thought it was discourteous to me as a member of the public to be there and not have the meeting start until 6:20 p.m. It was also somewhat inappropriate to not follow the agenda by moving to an Executive Session when the agenda showed discussion about interviewing, so I'm not sure you followed the Open Meetings Act. And a more important point is that you had a candidate sitting in the other room for at least an extra 20 minutes (along with myself) waiting for the meeting to start."*

Morrison continued, *"On the financials – do you have full approval of the \$1.2 million from the Rural County Economic Development Fund?"* Gordon said yes, that the grant was awarded when Dane Anderson was the Finance Manager. Morrison said, *"As a point of order, the basis on which that designation was done was based on a pro forma financial which is materially different from the financials in which you're operating now and the project which you're moving forward is materially different. My understanding is that at the County level, the Fund has been identified, but it has not been solidified as to being awarded. Then I also have questions on the bond issue. I haven't seen a cash flow statement on the funding for the project – do they exist? Are there any pro forma financials?"* Rhinehart responded, *"Absolutely."* Morrison said he would like a copy, and Gordon said he should submit a public records request.

Morrison then asked the Commission, *"Why did you go for a general obligation (GO) bond rather than a revenue bond?"* Gordon explained that revenue bonds are typically less popular and end up costing the municipality more money. Revenue bonds are usually used when a general obligation bond is no longer available. There is a certain amount of bonding capacity within any district, and a GO bond simply states that a certain portion of the annual revenue will be used to repay the bond, but the bonding agent must first look over the financials and determine that the repayment ability is actually there. He added, *"In this case, it was a very small portion of the Port's annual tax revenue that will go to repay the bond, so there's no reason to pay more money for a revenue bond. The GO bond doesn't raise anybody's taxes – it just commits a portion of the existing taxes to basically an advance on the bond proceeds."* Morrison asked, *"Doesn't it also point out that there may not be sufficient revenues to support a revenue bond?"* Gordon responded, *"Absolutely not."* Morrison said, *"So you're saying the expansion project will generate enough revenue to support it?"* Gordon explained that the \$500,000 per year that the Port receives from property taxes will more than support the \$63,000/year bond repayment. But the increase in revenue at the South Whidbey Harbor is going to be another \$50,000/year, so the net cost to the Port today (until moorage rates are increased at some point) will be \$13,000 per year for that \$850,000 bond.

There was no additional public comment.

ACTION ISSUES

Possession Beach Waterfront Park Update

1. Property Lease to AT&T: Still waiting for AT&T's countersignature.
2. Ramp Rebuild – Recreation & Conservation Office (RCO) application for Boating Facilities Program (BFP) Planning Grant: Rhinehart said it is largely complete (95%) with most of the materials entered in PRISM (RCO's online application), and a draft copy of the presentation is ready. It's been reviewed by consultants and will be reviewed one more time. He's confident that Port Operations Manager Ed Field and newly hired Port Finance Manager Angi Mozer will be ready for the trial presentation August 1-3 and the formal presentation in September. Field noted that although ranking will be provided in the Fall, we won't know if the BFP has been funded until the Legislative budget comes out in Spring 2013. Gregoire

noted that the Port could still select consultants for the project in the meantime, as long as no money is spent until it is funded in June 2013.

South Whidbey Harbor Update

1. Phase 1: Breakwater Relocation and Boat Ramp Floats with Uplands & Utility Improvements

A. Permit Status: Field said Joe Callaghan of GeoEngineers has been in weekly contact with the US Army Corps of Engineers (USACE) Project Manager Lori Lull, and his best guess is that the Port won't see a permit before July. With that in mind, Field and Callaghan talked this morning about the duration of the project. He explained, *"We're starting to run into challenges with getting the work done before the February 15th work window closes."* Since the permits for the boat ramp floats expire December 29th, Field was concerned that the Boat Ramp Floats and the Breakwater Relocation projects would have to be separated, because there would be enough time for a contractor if they locked them into getting the work done by February 15th and open for the 2013 boating season. He said, *"What we talked about today is that if we still prepare one bid package for the full project (floats & Phase 1) with two separate completion dates (December 29th for the floats) and run the contract so that final completion of Phase 1 doesn't have to be until August 2013 that will leave some time after the window opens again on July 15 2013. The idea being a good, aggressive contractor should be able to get done by February 15, but if he can't, rather than have a huge penalty that results in contingencies, if we allow the possibility for the contractor to go into the summer, a good contractor with favorable conditions is going to get it done sooner and we'll be open for the boating season. If there are bad conditions, etc. the contractor will have that safety net. The key piece is that when the contract is signed, the Port will turn over the responsibility for the breakwater to the contractor at that time, so the contractor will be responsible for the refurbishment and keeping the breakwater safe during the winter."*

B. Design Status: Reid Middleton has submitted a proposal dated May 3, 2012 for additional design services to complete the construction documents for the reinstallation of the existing floating breakwater and bid services (**EXHIBIT D**). The scope of services includes a revised prefinal design submittal, final design documents and bid assistance services. Field provided a breakdown of those 3 stages, explaining the first would be taking the design from where it is now (about 90%) through building permit. (Estimate is 4 weeks for design and another 4 weeks for the City of Langley to issue the building permit). The second stage would be to take those permit comments and any others and prepare the final bid documents. The cost to provide those two services (Section B, Items 1 and 2) is not to exceed \$30,000. The cost for the third stage of providing bid assistance services (Section B, Item 3) is not to exceed \$12,500.

ACTION: A Motion was made by Jerome and seconded by Gregoire to approve Section B, Items 1 and 2 of the 5/3/12 Proposal from Reid Middleton for a maximum amount not to exceed \$30,000.

Gregoire said it would be helpful to have the project laid out with a timeframe for each item. Gordon pointed out that Field has done that numerous times and it constantly changes. Gregoire said he would like the Motion to be amended to include Staff preparing a flow chart that shows specific tasks like what Reid Middleton is doing, what we expect from the City of Langley with the building permit, and how it all feeds into the final step of bidding. Field said he could do a real quick bar chart at this point.

Jerome agreed to amend the Motion per Gregoire's request. Gordon called for a vote on the amended Motion, and the Motion passed unanimously.

C. Permit Status – Construction Staging/Office and Uplands Improvements: For the Critical Areas & Shoreline Exemption, the City of Langley requires a geotechnical engineer for clearing the bottom of the hillside. The Port has therefore decided to defer further efforts for the office pending contractor needs.

D. Property Issues:

- **Department of Natural Resources (DNR):** Rhinehart reported that he responded to DNR's questions and requests for additional information on the proposed Port Management Agreement

(PMA)/Aquatics Land Lease modifications on May 2nd. It is now in review by DNR and the Port is awaiting approval and the revised PMA. Gregoire asked if there any language in the PMA about the Shoreline Program, and Rhinehart didn't believe he'd seen any. Gregoire explained, *"My concern is that we're working with Langley trying to modify the designation for the Harbor, and if we get what we want (designating it as an urban harbor), it could be fairly significant and there could be ramifications that result in the Port having to go back and revisit the PMA. Because I'm assuming the PMA is currently written in the context of the current Shoreline Plan, and that doesn't give us a lot of options down there. I'm thinking we should have some language in this revised PMA to allow us to revisit it when the Shoreline Plan changes."* Rhinehart said he would provide Gregoire with a copy of the PMA for him to review.

- **Lots 20 & 21:** Field explained that it is possible that the Port property extends all the way up the hill to Cascade Avenue between the restroom building and the Sea Breeze – they might not be short lots after all. Barrett Escrow doesn't think that is the case, but the City of Langley does. The title company is looking into the matter at the County.

E. Funding Issues

- **Rural County Economic Development Funds Grant:** The InterLocal Agreement (ILA) is approved, and Gordon said he would make a presentation to the Island County Council of Governments this month and reintroduce the COG to the changes in scope and extended performance schedule. He noted that such changes seem to be the trend, as almost all of the RCEDF recipients have changed their projects, including Oak Harbor and Langley. For instance, Langley was awarded funding for widening Wharf Street, and subsequently requested reallocation to fund a funicular instead. In the Port's case, it's still the same project but it has been dramatically reduced. Field added that the current reduced Phase 1 still accomplishes the goals stated in the RCEDF application and the ILA. Gordon said he would first meet with Island County Budget Director Elaine Marlow to find out if any changes need to be made to the ILA.

- **Debt Financing:** Escrow closed on April 30, 2012, with \$863,000 in net proceeds after payment of all selling costs (bond counsel, bond rating, etc.). Rhinehart said it was worth noting that the bond underwriter commented that the Port was significantly oversubscribed within the local market (South Whidbey community members seeking to buy the bonds). It was greatly over their normal expectations, so there is good evidence of community support.

- **Port Security Grant (FEMA) including Consortium coordination:** Rhinehart said discussions continue with the Marine Exchange, the fiduciary agent for the FY '09 grant program. The Port is looking at the possibility of FEMA funding not only the emergency response boats, but also directly funding the 133' section of the breakwater (with designated permanent moorage for the two response boats). He has met with the Fire District and the Sheriff's Office and both are excited to move forward quickly. Rhinehart has asked the fiduciary agent to look into what else is needed to approve the modification of our initial application. He noted that the Marine Exchange is under some pressure to appropriate and spend those FY '09 funds quickly, and the Port's new design of Phase 1 would actually free up some funds from the Port's original application. That is of great interest to them because they are being tasked by FEMA to find funds for projects with additional costs not originally envisioned. So this could be a Win/Win situation, with the Port getting the money quicker and the boats getting out there quicker, and FEMA would have additional money for other projects they need to fund.

2. Phase 2 and Beyond

A. Planning Issues:

The Memorandum of Understanding (MOU) between the South Whidbey School District (SWSD)/City of Langley/Port of South Whidbey has been approved by the City of Langley, and will be discussed at the School Board meeting on May 9th.

3. Harbor Operations

- A. Electrical Maintenance Project: Field said it is very close to being done; should wrap up in the next few days.
- B. Dock Attendant: Two dock attendants have been hired and are doing well.

Clinton Beach, Fishing Pier & Dock Update

A. Wood Ramp Removal Project: Field he had a partially drafted package to get the large wood structure off the docks, pending details from Reid Middleton regarding the gangway landing, etc. He hopes to get some good, aggressive bids. If he has the input from Reid Middleton next week, he hopes to open bids soon after Memorial Day with the removal taking place in June.

Port Operations Update

A. Finance Manager Position: Subsequent to the Special Meeting on May 3rd, Angi Mozer was offered the position and she has already met with Rhinehart to begin “getting up to speed.” Rhinehart and Mozer are working through some scheduling issues of notice periods and “ramp up”, etc. At this point, to make sure all the responsibilities are covered, Rhinehart said Staff needs some direction on how the Commission would like to handle the key activities (accounting/auditing, financial forecasting, grant management) during the transition period.

Gordon asked Mozer about her anticipated schedule. She said she planned to be part-time for the next 6 weeks and then full time for one month. Mozer’s due date is July 21st, so she planned to be part-time for two months after the baby arrives and then come back to full time from mid-September on.

The Commission agreed that Edwards & Associates (the former Port Accountant) could handle the accounting/auditing tasks in the interim. Gregoire said they would probably need to provide that support for six months, until Mozer could fully take on the responsibility. Gordon agreed, and added that an individual with financial forecasting experience had contacted him and might be able to provide assistance in that area during the transition period.

Gregoire noted that the financial modeling and grant management duties would be very important with the upcoming Harbor expansion project. Gordon asked what the earliest possible date would be for the Port to expend money to be reimbursed from grants. Field replied, *“At this point, best case would be Notice to Proceed about August 15th with the first draw in mid-September.”* Gordon gathered that the financial modeling would therefore be needed in September/October. Rhinehart said much of the framework for the financial modeling (templates, formulas, etc.) is already in place and most of the work would be monitoring, updating and refreshing it.

Gordon suggested they interview the individual he mentioned earlier – he might be able to fill in while Mozer gets up to speed on the cash flow modeling, etc., as well as provide a second set of eyes on the contracts for the project. Gregoire suggested Rhinehart could talk with the individual first, and recommend whether the Commission needs to interview him. The Commission agreed. Gordon told the Commissioners they would need to be prepared for an additional special meeting if needed. Jerome said he would be in Europe from May 9 – May 24.

B. Surveillance/Port Security Project: Rhinehart reported it is still pending the Environmental Planning & Historic Preservation (EHP) review. He explained the reason it is hung up is because the cameras are being mounted on buildings. One of the sources of information he’s been working with has suggested there is a design flaw in attaching the cameras to buildings because it restricts the view and we should instead put a post out in the middle of an open area with a 360 degree view camera on it. That would eliminate the EHP issue, and would only require a minor review of the grant application.

ACTION: A Motion was made by Gregoire and seconded by Jerome to authorize Staff to look into an alternative design for mounting the security cameras and report back to the Commission with a recommendation. The Motion passed unanimously.

C. Septic System Inspections per Island County: Field said the work was actually done several months ago at all the required facilities, including Clinton Beach, but the company filed the report at the County and didn't send the Port a copy.

New Project Opportunities

A. Mukilteo Parking Issues (Gordon): Gordon, along with Langley Mayor Larry Kwarsick and Island County Transportation Planner Donna Keeler had met with Mukilteo Mayor Joe Marine to discuss the options for the proposed Washington State Ferry Multimodal Terminal. He said, *"We basically chose the middle of the 3 options and mirrored it so it better aligns with the parking facility with an overhead walk to the Sounder train, and they are talking about maybe adding overnight parking in that facility. As a result of that discussion, Mukilteo is now touting that hybrid version as their version, so we got somewhere with them. The sad thing to me is that the facility might be built in 2020, so we have 8 years of no parking. I'll still snoop around for parking over there, but I think we should focus on marina issues for a while."*

ACTIVITIES/INVOLVEMENT REPORTS

Economic Development Council (EDC): (Jerome) There was no meeting last month, and Jerome said he would not be able to attend the meeting next week.

Council of Governments (COG): (Gordon) Gordon said last month's meeting was about Emergency Preparedness, with good testimony from various law enforcement and fire department officials in Island County. They hope to get overlapping agencies into a room and figure out a sort of skeleton group that will represent all of them to reduce that overlap and allow agencies to learn from others. He's very much in favor of it.

Skagit-Island Regional Transportation Planning Organization (RTPO): (Gordon) At the Washington State Transportation Commission, Gordon testified for the Ports of South Whidbey and Coupeville that the ferries are underutilized by walk-on passengers because there is no overnight parking available. He told them he felt it was irresponsible that agencies like Washington State Ferries can actually opt out of increased parking for a new facility, when the very first thing we have to deal with as a port is "where are people going to park?"

Marine Resources Committee (MRC): (Gregoire) Gregoire said Puget Sound Energy made a presentation of their test project to bury a turbine 200 feet down in the waters between Port Townsend and Keystone. He thinks it's a neat idea but the application is somewhat limited. The MRC is expanding their Eelgrass Monitoring Program, and Gregoire said that would be a good resource to draw on in the future.

Washington Public Ports Association (WPPA): (Jerome)

A. Finance & Administration Seminar June 20-22 at Sun Mountain Lodge in Winthrop: The Commission agreed it would be good for Mozer to attend if possible.

Puget Sound Partnership (PSP) - Island County Local Integrating Organization (ILIO): Port of Coupeville Commissioner Benye Weber and Gordon are still trying to find a non-elected business individual to serve on the ILIO and provide the ports with updates on the activities. The position remains open.

Langley Shoreline Master Plan Committee: (Gregoire) Gregoire said, *"The Committee is in limbo at this point, and I'm still struggling with how we can get some written, credible information into that process. I think we're going to have to put together some type of package that refines more concisely our vision for the Harbor, at least conceptually, for a more definitive package."*

Island County Shoreline Master Plan: (Gregoire) Nothing new to report. The Commission agreed a special workshop would be needed to discuss both the Langley and Shoreline Master Plan processes sometime in June.

Recreation & Conservation Office (RCO) Washington Wildlife & Recreation Program (WWRP) Water Access Committee: Field will serve on the Committee per specific RCO request in Olympia on May 18.

Island County Hazard Mitigation Plan Update: Nothing new to report. Gordon said he would try to follow up with Eric Brooks in Island County's Emergency Management Department.

OLD BUSINESS

Park Property Issues: Initial discussions are underway between Island County Parks and the South Whidbey Parks & Recreation District

NEW BUSINESS

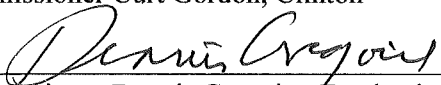
Public Records Request: Received April 23, 2012. Initial response issued April 30th with file review schedule to be determined by May 14, 2012.

ADJOURNMENT: The Meeting was adjourned at 9:22 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: March 2012 Financial Statement

Exhibit C: Financial Analysis Summary for March 2012, 2012 Cash Flow Projection, and 2011-2012 Capital Project Expense Matrix

Exhibit D: Reid Middleton proposal dated 5/3/12