

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING (IN LIEU OF REGULAR JANUARY MEETING)
LOCATION: Main-floor Banquet Room at China City Restaurant, 1804 Scott Rd., Freeland WA
DATE: January 12, 2010

7:00 PM – 7:30 PM WORKSHOP

1. 7:30 PM - REGULAR MEETING

- A. Call to Order
- B. Pledge of Allegiance

2. BUSINESS MEETING

- A. Consent Agenda:
 - 1. Minutes on file: Minutes from the Regular Meeting of December 9, 2009.
 - 2. Vouchers: Voucher #4145 through #4183 (as signed today) for a total amount of **\$56,007.18**.
- B. Resolution No. 10-01: Commendation for Lynae Slinden and Rolf Seitle

3. PUBLIC COMMENT – Including Items not on Agenda.

4. ACCOUNTANT REPORT:

- A. November 2009 Financial Report (mailed earlier)

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

- A. South Whidbey Harbor
 - 1. Expansion Project
 - 1. Design & Permit Prep: Status Update, and the Next Steps
 - 2. Property Issues:
 - 1. Update on Tidelands Appraisal & Donation Process from Tony Puma
 - 2. Update on PMA Status from DNR
 - 3. Funding Update
 - 4. Phil Simon Park Relocation Project: Sign and Grand Re-Opening Pending
- B. Staff & Operations
 - 1. Port Home Office: Evaluation of Home Office Requirements in Progress

6. ACTIVITIES/INVOLVEMENT REPORTS

- A. Economic Development Council (EDC): Jerome
- B. Council of Governments (COG): Gordon
- C. Skagit-Island Regional Transportation Policy Organization (RTPO): Gordon
- D. Marine Resources Committee (MRC): Tapert
- E. Washington Public Ports Association (WPPA): Jerome
- F. Department of Commerce (formerly CTED): Gordon
- G. Holmes Harbor Shellfish Protection District: Tapert
- H. Puget Sound Partnership: Tapert

7. OLD BUSINESS

- A. Commission direction for Upcoming Meeting Dates & Locations
 - 1. Regular Meeting Date: To Be Revised to Second Tuesday (proposed Feb. Resolution)
 - 2. Regular Meeting Location: To Be Researched for February Action

8. NEW BUSINESS

9. ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

January 12, 2010

Freeland, Washington

Present at the meeting were:

Commissioner Chris Jerome, Langley
Commissioner Curt Gordon, Clinton
Ed Field, Port Manager
Dane Anderson, Port Financial Manager
Molly MacLeod-Roberts, Port Clerk

Tony Puma, The Boatyard Inn
Wayne Morrison, Clinton Resident
Dan & Kathy Maxwell, Freeland Residents
William Stanley, Clinton Resident
Ed Jenkins, Clinton Resident
Ed Halloran, Langley Resident
Ed Young, Clinton, Whidbey Island Kayaking Co.
Bill Brown, Greenbank Resident
Marty Behr, Langley Resident
Linda Kast, Langley Resident

Absent: Commissioner Geoff Tapert, Freeland

1. MEETING CALL TO ORDER:

This Special Meeting, in lieu of the Regular January Meeting, of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, January 12, 2010, in the main floor Banquet Room of China City Restaurant, 1804 Scott Rd., in Freeland, WA. Commissioner Geoff Tapert, President, was absent, so Commissioner Chris Jerome, Vice President, called the Special Meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

2. BUSINESS MEETING – THE CONSENT AGENDA:

A. Consent Agenda:

1. Minutes: Minutes from the Regular Meetings of December 9, 2009. It was noted that at least 2 of the 3 Commissioners present at the Meeting on December 9th must approve the Minutes. Since Commissioner Tapert was not present at this meeting and Commissioner Jerome was not yet sworn into office on December 9th, approval of the Minutes had to be postponed until the Regular Meeting in February.
2. 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 Gordon and seconded by Commissioner Jerome to accept and authorize Vouchers #4145 - #4183 for a total amount of \$56,007.18. The Motion passed unanimously.

B. Resolution No. 10-01: Commendation for Lynae Slinden and Rolf Seitle (EXHIBIT B):

Commissioner Jerome read the Resolution aloud.

ACTION: A Motion was made by Commissioner Gordon and seconded by Commissioner Jerome to approve and adopt Resolution No. 10-01, extending the Commission's sincere gratitude and appreciation to Lynae Slinden and Rolf Seitle for their outstanding service to the District. The Motion passed unanimously.

3. PUBLIC COMMENT – Including Items not on Agenda:

Ed Jenkins, Clinton Resident: Jenkins read aloud his 2½ page prepared statement (EXHIBIT C). He expressed his concerns regarding the Langley Marina, and stated that "... all work and expenditures related to expansion be stopped until a proper financial plan including an exit plan is prepared." Jenkins believed the Port should immediately form a citizens advisory committee to participate in all meetings regarding the marina, financial plan or expansion in any way. Additionally, he recommended that the Port purchase the Dog House in Langley as its permanent home office, and explore the purchase of the 12.5 acres on Highway 525 in Clinton for economic development opportunities in light manufacturing and/or research and development.

There was no other public comment.

4. ACCOUNTANT REPORT:

A. Financial Statement: The Commissioners acknowledged receipt of the November 2009 Financial Statement, which had been mailed to them previously (EXHIBIT D).

5. PROJECT ACTION ISSUES:

A. South Whidbey Harbor:

1. Expansion Project:

1. Design & Permit Prep – Status Update, and the Next Steps: Port Manager Ed Field reported that the Army Corps of Engineers (the "Corps") had contacted the Port's permit specialist, GeoEngineers, and requested that a State-registered cultural historian look at the abandoned wharf (the old Hein dock) in Langley. The Corps said the wharf could be culturally significant because it might be older than 50 years. GeoEngineers' required cultural analysis indicated it was about 40 years, and Staff research has indicated that although it could be closer to 50 years, nothing has been found to indicate that it is older than 50 years. Vicky Didenhover at the Corps is willing to listen to arguments regarding the age of the wharf prior to requiring the Port to hire a registered cultural historian. Joe Callaghan of GeoEngineers is double-checking the cultural resource data and Port Staff will contact the City of Langley and hope to obtain a letter indicating the wharf is not a unique facility and does not possess any architectural or cultural significance. Ed explained that the wharf is more of a safety hazard and attractive nuisance and it has been partially demolished, so the City has been trying for years to take it down rather than saving it.

The Port's engineers are working on the comments and responses, and the Port has received the first few questions from the City. Port Financial Manager Dane Anderson reported that the City is waiting for the 30-day comment period to expire before they put together a complete list of questions and comments regarding the Port's master permit application, so the Port should receive it at the end of January/beginning of February. Staff will continue to answer technical questions, but will of course refer the "bigger picture, policy-type questions" to the Commission.

Ed suggested that as the Commission is getting ready to proceed with some project at the marina, it would be helpful to bring in the Port's principal designer (Reid Middleton) and principal permit specialist (GeoEngineers) for a special meeting with the Commission to answer questions and address concerns.

2. Property Issues:

1. Update on Tidelands Appraisal & Donation Process from Tony Puma: Dane explained that Tony Puma and Paul Schell, owners of the Boatyard Inn, agreed last year to donate their tidelands to the Port. Last week, the appraisal was finally done and the property transfer process can now move ahead.

2. Update on Port Management Agreement (PMA) Status from Department of Natural Resources (DNR): Dane reported that work continues on getting the PMA application approved.

3. Funding Update: Dane reported that the special workshop meeting with Jim Nelson and Jim Blumenthal of Martin Nelson and Company (bond council) is scheduled for February 3rd at 1 p.m. at the Port office. Dane has not been able to identify any grant opportunities recently.

4. Phil Simon Park Relocation Project – Sign and Grand Re-Opening Pending: On hold until spring.

B. Staff & Operations:

1. Port Home Office – Evaluation of Home Office Requirements in Progress: Ed said he and Dane have been "chewing away madly" and have prepared a draft evaluation. He reported that he had also completed the requested Organization Chart and job descriptions for all existing Port employees. Ed explained that he is about 3/4 of the way through the breakdown of the Port's Administrative costs, pending receipt of the Treasurer's report and the December financial statement. Once those numbers are in, they will be broken out into the office evaluation matrix. Regarding the fixed costs, Ed noted that the numbers for Port Manager won't change much in a different building, but the Port Clerk position numbers will potentially change substantially and ripple into some of the other numbers, so that will be challenging. He and Dane will get together and look into the hard costs such as computers, copiers, etc. Ed said he should have the home office breakdown ready within the next day or two, and he will go over it individually with the Commissioners as needed.

6. ACTIVITIES/INVOLVEMENT REPORTS:

Commissioner Gordon directed Staff to provide a schedule for all the below meetings.

A. Economic Development Council (EDC): Commissioner Jerome said the next meeting is scheduled for January 20th.

B. Council of Governments (COG): No report.

C. Skagit-Island Regional Transportation Planning Organization (RTPO): Nothing to report.

D. Marine Resources Committee (MRC): Nothing to report. Minutes are available on their website at <http://www.islandcountymrc.org/>

E. Washington Public Ports Association (WPPA): Commissioner Jerome reported the next meeting would be in May.

F. Department of Commerce (formerly CTED): Nothing new to report.

G. Holmes Harbor Shellfish Protection District (HHSPD): Nothing new to report.

H. Puget Sound Partnership (PSP): Nothing new to report.

7. OLD BUSINESS:

A. Commission Direction for Upcoming Meeting Dates & Locations:

1. **Regular Meeting Date – To Be Revised to Second Tuesday (proposed February Resolution):** Commissioner Gordon noted that they cannot change the regular date at this meeting since it is a special meeting, but it is critical that they take the action in February.
2. **Regular Meeting Location – To Be Researched for February Action:** Ed reported that the meeting room at South Whidbey Parks & Recreation new office might be available, and it has a keypad entry as well as being ADA accessible, and it is a public space. Staff will investigate reasonably public spaces that are ADA accessible and provide the Commission with a list of possibilities in the next week or two for action at the February meeting.

8. NEW BUSINESS:

A. Mukilteo Parking Issue: Commissioner Gordon reported that he had a great meeting with the City Administrator from the City of Mukilteo with discussion about parking or the lack thereof, and what the Port may or may not be able to do.

9. ADJOURNMENT:

The meeting was adjourned at 8:05 p.m.

Approved:

Not present
~~Commissioner Geoff Tapert, Freeland~~


Commissioner Chris Jerome, Langley


Commissioner Curt Gordon, Clinton

Minutes prepared by:


Edwin S. Field, Port Manager

- Exhibit A: Voucher Listing
- Exhibit B: Resolution No. 10-01.
- Exhibit C: Ed Jenkins' Prepared Statement
- Exhibit D: November 2009 Financial Statement