

**AGENDA**  
**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**PUBLIC HEARING FOR THE PRELIMINARY 2011 BUDGET and**  
**REGULAR MEETING**  
LOCATION: SWPRD Meeting Room, 5475 Maxwellton Rd, Langley WA  
DATE: October 12, 2010

7:00 PM – 7:30 PM PUBLIC HEARING FOR THE PRELIMINARY BUDGET FOR 2011

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7:30 PM – REGULAR MEETING CALL TO ORDER

1. Pledge of Allegiance

BUSINESS MEETING

1. Consent Agenda:
  - A. Minutes on file: Minutes from the Regular Meetings of August 10 and September 14, and the Special Meetings of July 27 and September 14, 2010.
  - B. Vouchers: Voucher #4508 through #4551 (as signed today) in the amount of \$39,253.06.
2. Port Re-Organization to Direct-Report Finance and Operations Managers: Commission Motion to Implement, to be effective December 5, 2010
3. Finance Manager Position: Commission Direction to post / Applications to be received by Nov. 1

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

- 1.

ACCOUNTANT REPORT:

1. August 2010 Financial Report (Mailed earlier)

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

1. Possession Beach Waterfront Park
  - A. Commission Direction on Possession Properties
    1. *Process Review*
      - Public Hearing for Comp Scheme Amendment: Wed. Oct. 20 at 7:00 pm, St. Peter's Lutheran Church in Clinton
      - Any direction on Appraisal or Surplussing per Commission action following 10/20/10 Hearing
    2. *Alternate Possibilities or Proposal: None received*

2. South Whidbey Harbor
  - A. Expansion Project:
    1. *Design & Permit Status:*
      - SEPA and Substantial Shoreline Dev. c/o Langley: Add'l Parking Info sent on 10/1/10
      - JARPA process at Corps of Engineers: Status
      - Uplands Design: Commission Response on City's proposed Wharf Street configuration
      - Boarding Float Design & Permitting: Commis. Direction for Near-term Uplands Imprvmts.
      - Design & Engr. Thru Bid Docs: Staff/Tech Input on 10/14, Commis 50% Review on 10/27
    2. *Property Issues*
      - Coordination with Adjacent Properties and Tribes
    3. *Funding Issues*
      - BIG Application: Status update, Possible NEPA complication
      - Port Security Grant: Status update
  - B. Harbor Operations
    1. *ICFD#3 Cooperation:* Equipment being evaluated
    2. *Dock Lighting:* Initial evaluation with PSE re: payback/feasibility underway
    3. *Clean Vessel Program:* Open-ended funding approved by Wa. State Parks
    4. *Pump-out Barge Survey and Repair Project:* RFP issued Oct. 5, with Bids due Oct. 19
3. Commercial Kitchen at Fairgrounds, incl USDA Rural Business Enterprise Grant (RBEG)
  - A. Funding: Commission Direction on matching funds
  - B. Current Schedule
  - C. Revolving Loan Fund: Possible Future Program?
4. Port Operations
  - A. Overnight Parking: Preliminary provisions developed, note related Ramp Fee issue from Is.Co.Parks
  - B. Maintenance & Operational Wrap-up: Underway
  - C. Boat Ramp Boarding Float Removals: October 8 for Bush Pt, October 9 for Possession Beach
5. New Project Opportunities
  - A. Sustainable Economic Development and IPZ Issues (Tapert)
    1. *Potential Langley-area 'Green' Business Park and "Impact Washington" possibilities*
  - B. Ferry/Commuter 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): Tapert
5. Washington Public Ports Association (WPPA): Jerome
  - A. Annual Meeting in Tacoma Nov. 17-19, plus Cont. Legal Educ. (Social Media, Pub Records) Nov. 16
6. Holmes Harbor Shellfish Protection District: Tapert

#### OLD BUSINESS

- 1.

#### NEW BUSINESS

#### ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

October 12, 2010

Langley, Washington

**Commissioners Present:** Chris Jerome (Langley) and Curt Gordon (Clinton) **Absent:** Geoff Tapert (Freeland)

**Others Present:**

**Port Staff:** Ed Field (Port Manager), Dane Anderson (Port Finance Manager), and Molly MacLeod-Roberts (Port Clerk); **Clinton Residents:** Catherine & Tony Billera, Doug Struthers, Clyde & Marcia Monma and Vivian Smith; **and** Larry Cort (Director of Community Planning for the City of Langley), Bob Boehm (Greenbank Resident), Don McArthur (South Whidbey Yacht Club), and Christina Drake (Langley Resident).

**MEETING CALL TO ORDER:** The Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, October 12, 2010, at the South Whidbey Parks & Recreation District Meeting Room at 5475 Maxwellton Rd., Langley, WA following the completion of the Public Hearing on the 2011 Preliminary Budget. Commissioner Geoff Tapert (President) was absent, so Commissioner Chris Jerome (Vice President) called the Regular Meeting to order at 7:30 p.m.

**BUSINESS MEETING:**

**1. Consent Agenda:**

**A. Minutes:** Minutes from the Regular Meetings of August 10 and September 14, and the Special Meetings of July 27 and September 14, 2010.

**B. 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 Gordon and seconded by Jerome to approve the Consent Agenda as submitted, including the acceptance and authorization of Vouchers #4508 through #4551 for a total amount of \$39,253.06. The Motion passed unanimously.

**2. Port Reorganization to Direct-Report Finance and Operations Managers – Commission Motion to Implement, to be effective December 5, 2010:** Port Manager Ed Field explained that per Commission discussion and direction, Staff has developed a job description for the Finance Manager position and refined the Port Manager position to a Port Operations Manager, and referred the Board to their copies of the final Staff Function and Responsibilities for those positions (**EXHIBIT B**). Both positions will be direct-report positions to the Commission with coordination between the managers. Under the organizational structure, the Port Clerk will be under the Finance Manager and the harbor and other facilities' staff will be under the Operations Manager.

**ACTION:** A Motion was made by Gordon and seconded by Jerome to approve the Port Reorganization to direct-report Finance and Operations Managers as presented. The Motion passed unanimously.

**3. Finance Manager Position – Commission Direction to post/Applications to be received by November 1<sup>st</sup>:** Field explained that Dane has undertaken the Finance Manager responsibilities as a consultant for nearly three years, so the Port would have had to do a re-solicitation for the position anyway if the Commission had not redefined it as a direct-hire position. Field referred the Board to their copies of the draft Help Wanted and application package (**EXHIBIT C**). He said that once the Commission has approved, the ad will be placed and run for the usual two weeks, with applications due on November 1<sup>st</sup>. He will review those applications and forward the best ones to the Commission, and the Commission can then decide at the regular November meeting to either go straight to a hiring situation or schedule interviews, etc. Gordon and Jerome agreed that Field had done a good job with the ad and job description and directed him to go forward with the job posting as presented.

**PUBLIC COMMENT – Including Items not on Agenda:** There was no public comment except as noted below.

**ACCOUNTANT REPORT:**

**1. Financial Statement:** The Commissioners acknowledged receipt of the August 2010 Financial Statement, which had been mailed to them previously (**EXHIBIT D**). Gordon asked if there is a statutory requirement for the financial statement to be reviewed every month by a CPA. Finance Manager Dane Anderson reported that although Port Accountant Chuck Edwards (Edwards & Associates, CPAs) does still need to review the financial statements annually, he does not need to do them every month. In his current position as Port Accountant, Edwards is comfortable with the Port Finance Manager reviewing the monthly statements. Gordon said he would like the monthly financial statement to be done in-house, and Anderson explained that staff is working on implementing that along with the new accounting system, all to be effective and operational from January 1, 2011, on.

**PROJECT ACTION ISSUES:**

**1. Possession Beach Waterfront Park:**

**A. Commission Direction on Possession Properties:**

**1. Process Review:**

- **Public Hearing for Comprehensive Scheme Amendment – Wednesday, October 20<sup>th</sup> at 7:00 p.m. at St Peter’s Lutheran Church in Freeland:** Field said it had been scheduled and a legal notice was placed in the newspaper.

**Marcia Monma** asked why it was scheduled for the same evening as the South Whidbey Parks & Recreation Department (SWPRD) board meeting. Anderson said it was not intentional and Field explained that the date was chosen based on Commissioner and space availability. Gordon pointed out that there are frequently conflicting meetings, as there are tonight (the Port, a voter’s forum and the Washington State Ferries meeting) and it’s really hard to avoid.

Jerome asked if the Port had heard anything from SWPRD regarding the uplands property at Possession. Field reported his conversation with Director Terri Arnold indicated that the SWPRD board thought acquisition of the property was an interesting idea, but it is certainly not funded or budgeted for any kind of purchase, etc. The SWPRD board provided no strong direction – they simply suggested that Arnold have a chat with Field on a staff-to-staff level discussion only.

**Clyde Monma** reported the neighbors had a meeting regarding formation of a “Friends of the Dorothy Cleveland Trail” group, with the goal of preserving the Trail. He said there are several

avenues they could follow, including possibly obtaining funding for the purchase of the property. Monma said two of them planned to meet and strategize with the Whidbey-Camano Land Trust tomorrow.

- Any Direction on Appraisal or Surplussing per Commission action following 10/20/10 Hearing: Monma asked what specifically would be discussed at the Public Hearing on October 20<sup>th</sup>. Field explained that the Port's Comprehensive Scheme includes one Potential Project Initiative that mentions improving access to the upper trailhead of the Dorothy Cleveland Trail and providing water there. The Revised Code of Washington requires that a property cannot be declared surplus if it is mentioned in the Comprehensive Scheme, so the Public Hearing is being held to discuss amending the Comprehensive Scheme by deleting that reference. Monma asked if there would be any discussion as to whether or not to surplus the property at the Hearing, and Gordon reiterated that there would have to be an additional meeting to discuss specifically the issue of surplus after the Hearing on amending the Comp Scheme

2. Alternate Possibilities or Proposal: None received.

## 2. South Whidbey Harbor:

### A. Expansion Project:

1. Design & Permit Status:

- SEPA (State Environmental Protection Act) and Substantial Shoreline Development c/o City of Langley: Additional parking information sent on 10/01/10. Field said the process is going very well and they expect to hear any day now that the project has passed into the public comment period and into the formal process.
- JARPA (Joint Aquatics Resources Permit Application) process at Corps of Engineers ("Corps") – Status: Field and Anderson reported that they met with our new project manager/reviewer at the Corps, Jim Green, earlier in the day. Field described Green as "seemingly more big picture and realistic than our previous reviewer, who was endlessly hung up in details." He explained that the approach staff took today was not to point fingers and place blame, but to look at how quickly we can move forward from here. Green pointed out areas where he might have problems keeping the timeline moving, such as when he sends it off to the National Marine Fisheries Service (NMFS) and the U.S. Fish & Wildlife Service (USF&WS) for the Endangered Species Review. Green noted that neither agency has a good, official timeline, and suggested that if the Port was going to use input from its political friends, that could be the time to do so. He said the first date posting would be the Endangered Species Review per GeoEngineers' recommendation, because that's potentially the longest hang-up and the information we need the most. Then he'll do the posting with the 30-day public notice, followed by a 21-day appeal period, and the issuance of the SEPA, etc.

Gordon asked if at the end of that period, the Tribes still have time to respond – is there a time when the door is shut for their response. Field said, "There is a time that the door is shut, but historically they have jammed their foot in the door as it is shutting." He said we will continue to work with our consultants to get the word out to the Tribes and try to engage them before that last minute arrives. Green didn't think their would be tribal issues, and was fairly positive and suggested that if everything comes together in a reasonable fashion, 3 months may be a reasonable timeline. Field said mid-January is therefore conceivable; he wouldn't say it was likely but it was possible. One ironic item came up: since a full year has passed since the JARPA was submitted, the old Hein dock is now 50 years old so it could be a historic structure. However, the Port has the architectural report that says it is a nuisance and has no appeal and the City of Langley wants it removed. In summary, Green did not see any red flags and Field said, "He was as positive as we could expect from a Corps reviewer."

- Boarding Float Design & Permitting – Commission Direction for Near-term uplands improvements: They also discussed with Green the ramp & float permit that the Port is trying to reactivate for the South Whidbey Harbor, and explained to him that the permit would essentially be the same but much simpler since there would not be any ramp reconstruction – just floats and piles. Green was very encouraging that re-issuance of that permit was doable.

As a side note relative to cost and the ramp & float permit, Field noted that Shannon Kinsella of Reid Middleton has informed him that the Port needs to get an update on the Biological Evaluation (B.E.) for the ramp since rockfish have been listed as endangered since the original permit was issued. Field reported GeoEngineers and Amy Leitner have both submitted proposals for the updated B.E. Leitner did the original B.E., and Field said, “Her proposal was for a whole lot less than GeoEngineers, and we authorized her to go forward immediately.” Her company also does ongoing monitoring and they have an excellent hourly rate for diving, etc.

- Uplands Design – Commission Response on City’s Proposed Wharf Street Configuration: Larry Cort, Director of Planning for the City of Langley, was on hand to present Ron Kasprisin’s draft drawing of the “Wharf St. Marina Circulation – for preliminary discussion only” (**EXHIBIT E**). He explained that when the City Council passed the Wharf Street Overlay District new code last year, they included two possible options for access to the Port’s property and the two properties to the south. One option was the existing route in and out – the two-way between Drake’s Landing and the Boatyard Inn. The second option involves minor clearing at the base of the bluff to create a wide enough space for two-way traffic there, and the willingness and cooperation of the two property owners (Drake’s Landing and the Boatyard Inn). The owners would agree to a swap of right-of-way within the existing Wharf Street in exchange for a new Wharf Street being rededicated behind the Drake’s Landing building. In the last year, that second option has become the preferred option for both the City of Langley and those two property owners. Cort said there were some mutual benefits, and said, “For the City, it’s the option that really moves a great deal of the vehicular traffic away from the waterfront, so more of the waterfront is available for pedestrian access, green space and places for people to enjoy.” For the private property owners who participate in the land swap, he said, “It provides better design options for them to have their property closer to the water and create that pedestrian orientation for the commercial and residential use there.” The main thing is that it would allow those owners to put the “less sightly part of their property – parking, mechanical, trash collection, etc.” on the back part of the building instead of the side or front.

Cort said that the City has been working with Ron Kasprisin (UW professor and architect/designer/planner), who has supplied pro bono services to the City on the whole planning process and producing the document presented today. If the property owners agree to swap land within the existing Wharf St. right-of-way for right-of-way at the back part of the land, that means the changed public right-of-way exits onto Port-owned property. Cort explained that it is a legal issue as well as a functional issue: How is it going to meet the Port’s long-term expectations for the utility of this area? Additionally, as a public agency, City must maintain access to the two properties to the south of the Port property. Kasprisin’s drawing is only a conceptual design and is for preliminary discussion only. The dimensions used for the turnaround area are identical to those of the turnaround area at the Bush Pt. boat ramp. A potential parking layout is also included. Cort stated, “This is only a conceptual design because we know the Port is nowhere near the stage of wanting to commit to a precise design for the uplands.” The City simply wants to present the concept to the Port, and if it is acceptable, it could potentially allow the City to enter into serious negotiations with those two property owners to make the land swap possible. Cort emphasized that no decision or commitment was expected tonight; the City would just like the Port to think about it.

Gordon said, "I want to accommodate the City, and in return, I want the City to live up to their commitment to find parking for the facility offsite or a funicular or whatever. It needs to be a two-way commitment." Regarding the design, Gordon said he didn't like the one-way exit for boat trailers after leaving the ramp and the turnaround area – he felt it should be a one-way entrance instead, with boat trailers coming down the hill and then backing up to the ramp and eliminating the need for that turnaround. He also thought excavating the bluff might be more complicated than it appears.

Jerome compared the area to Possession, where the distance from the boat ramp to the trailer parking area happens to be same distance as from the Langley boat ramp to the CMA church parking lot (straight line). If there was access up and down the slope in Langley, there would be no difference between that ramp area and Possession. Gordon agreed, and emphasized again the need for the City to help the Port with the issue of parking.

Cort said there was flexibility within the proposed concept, and he encouraged the Port to think about it. He added that Mayor Paul Samuelson has indicated his willingness to "move the \$250,000 from \$.09 money for Wharf St. improvements from the upper portion to the lower to help fund the actual implementation of this." Cort said, "The commitment is there on behalf of the City Administration, and all we're looking for at this stage is some serious thought as to whether this is an option that would play well into the Port's long-term plan and whether it gives the Port enough flexibility."

Gordon didn't really like the fixed turnaround, but if it is actually not a raised turnaround, that leaves a lot of options. He said they could even try it for a year and change the traffic flow if needed. As long as the City is willing to be flexible and partner with the Port on parking, he would consider approving the concept. He reiterated that he believes the one-way should go the opposite way from what is shown on the drawing. Cort suggested the City could work on the flexibility part of it and come up with some options. He thanked the Board for the opportunity to present the concept.

Field said the second half of the discussion is how to direct the Port's engineers to proceed with the uplands design for the upcoming Ramp Float & Uplands package. He noted that the Port is reactivating the permit for the ramp floats, but has eliminated the ramp reconstruction portion of it. The question is – how does the Port want the uplands configured? Do we want to go towards the concept presented tonight? Do we want to try to match the previous concept as closely as possible for permit considerations? Do we want to do something in between the two? Field suggested the best option might be to put as little money as possible in the uplands now because a) we don't have a lot of money and b) the less we put into the current configuration, the less we would need to tear out and reconfigure later. Jerome asked if the Port has to address the uplands at all to reactivate the permit to install the floats and piles. Field thought there would be some minimum improvements that would have to be addressed – erosion control, handicap access, etc.

Noting that the City's timeline was very important to the discussion, Field asked Cort: If the Port approved this concept today, when would this conceivably be doable? Cort said, "It's a ways off. The work that needs to be done with the property owners, while there is strong support from the Administration, because it involves a partial vacation of an existing right-of-way and a rededication of that right-of-way, it requires Council action. The final decision whether this moves forward is the Council's." He acknowledged that it would be a long process (the land swap, putting together a design, the geo-technical work, etc.). Gordon said he was not willing to go beyond "appreciation of the general concept" unless we know the Council is going to approve it. The Board agreed they did not want to "throw any money into the uplands" unless they had to, and Cort said the City understands that. The Board therefore agreed that a minimum uplands improvement matching the

previous and current layouts but accommodating where possible the future concept would be the most appropriate approach for the upcoming project, but emphasized their expectation of limited effort and expense for uplands improvements at this stage in general

- Design & Engineering thru Bid Documents – Staff/Tech Input on 10/14, Commission 50% Review on 10/27: Field reported that he, Anderson and Harbormaster Rick Brewer will meet with the Port's designers on Thursday, 10/14 to look at the technical design issues for the floats, etc., as well as the Specification Division 0 & 1 project management, site layout and project control criteria. That information will then be rolled into the Commission 50% Review meeting on 10/27, and at that point the Port is expecting to see an updated estimate. The focus will be on the big project, but will probably include some sort of update on the Floats & Uplands scenario. Anderson said, "The assumption we will make regarding the uplands for that planning is that we have the space that we have, and while the access to that space may change over time – it is very unlikely to change during construction so the assumption is status quo down there as far as access goes." Gordon said that is the only practical approach at this point and Jerome agreed.

## 2. Property Issues:

- Coordination with Adjacent Properties and Tribes: Anderson explained the property issues are primarily with Ice Floe concerning the adjacent leases and lease expansions for both Ice Floe and the Port. He reported that Ice Floe has provided verbal agreement that the Port's anchoring plan for the breakwater is acceptable. Anderson said he has put a call in to our new aquatics lease representative at the Department of Natural Resources (DNR) to discuss what exactly DNR needs to see in a Memorandum of Understanding between the Port and Ice Floe.

## 3. Funding Issues:

- Port Security Grant – Status Update: As discussed during the preliminary budget hearing immediately prior to this meeting, both the Marine Security Review Committee and the Captain of the Port have approved the Port's \$1.4 million grant application and it is now at FEMA for final administrative review. He is convinced that approval generates a lot of momentum, particular with the Corps, given that it is a Department of Homeland Security Grant and they are the Army Corps of Engineers.
- Boating Infrastructure Grant (BIG) Application – Status Update, Possible NEPA (National Environmental Policy Act) Complication: Gordon asked if it was a state grant, and Anderson said it is not, it is a Tier 2 (\$100,000 or more) application administered by the U.S. Department of Fish & Wildlife Services (DFWS). Field said, "And unfortunately, the Washington State Recreation & Conservation Office (RCO) is our agent in presenting our proposal, rather than the Port presenting it." Anderson explained it's frustrating because RCO is not really communicating – he doesn't have any bad news, but he doesn't have any good news – just "no news."

Joe Callaghan of GeoEngineers informed Anderson that because it is a USFWS grant, sometimes a SEPA isn't enough and they want a NEPA (National Environmental Policy Act) as well, and that is a six-month process. Field explained, "If in February the USFWS awards the grant but says we need a NEPA, we're sucking wind." He said the real concern is that after Callaghan informed them of the possible NEPA complication, he and Anderson fed that information upstream to RCO and it seemed to be "news to them." That's scary, because we'd like RCO to know more about what they are dealing with upstream. Anderson reported that RCO has is supposed to forward the question on to USFWS, and he will call RCO next week to get an update.

B. Harbor Operations:

1. Island County Fire District #3 (ICFD#3) Cooperation: Equipment being evaluated.
2. Dock Lighting: Initial evaluation with PSE re: payback/feasibility underway. Field said a fixture change-out rather than a complete switch-out of the system might be the most cost effective given the overall budget scenario.
3. Clean Vessel Program: Open-ended funding approved by Washington State Parks. Field said, "The good news is that Anderson got our \$8,000 annual limit basically turned into an open-ended limit."
4. Pump-out Barge Survey and Repair Project: RFP (Request for Proposal) (**EXHIBIT F**) issued October 5, with bids due October 19<sup>th</sup>. Field said staff is hopeful that we will get a competitive bid.

**3. Commercial Kitchen at Island County Fairgrounds, including USDA (United States Department of Agriculture) Rural Business Enterprise Grant (RBEG):**

A. Funding – Commission Direction on Matching Funds: Anderson said he is working very closely with Sandey Brandon of the Island County Fairgrounds to obtain the needed Letters of Support and Island County Commissioner Helen Price-Johnson hopefully obtained the other County Commissioners' signatures yesterday as planned.

B. Current Schedule: Anderson's intent is to have the application submitted by the end of the week – two weeks prior to the deadline. He said, "It's all looking good from the commercial kitchen perspective. It's a small enough grant that I'm hoping it won't be a big decision on USDA's part to fund it." He said it's a good project and he just needs to get the required letters of support from the people who will be using it.

C. Revolving Loan Fund – Possible Future Program? This component has been dropped for now, but could be brought back next year if necessary.

Anderson noted that the grant requires a \$25,000 match that would have to come from the Port's general fund and said he'd appreciate formal action by the Commission to approve that match.

**ACTION: A Motion was made by Gordon and seconded by Jerome to authorize \$25,000 from the Port's general fund to provide the required 25% match for the USDA Rural Business Enterprise Grant for a Commercial Kitchen at Island County Fairgrounds. The Motion passed unanimously.**

**4. Port Operations:**

A. Overnight Parking: Field reported that he had developed preliminary provisions. Field referred the Board to their copy of DRAFT Resolution 10-A: A Resolution to Revise Facility Rules and Regulations to Implement "Overnight Parking for Marine Access" at Possession Beach Waterfront Park (**EXHIBIT G**). He said that the related Ramp Fee issue from Island County Parks should be disregarded, because the County is charging a ramp fee only for Camano Island and has no current intention of implementing a ramp fee program on Whidbey Island.

Field said the provisions put together have parking permit sales primarily from the home office, and would involve preprinted, sequentially numbered tags (which the Port can buy for about \$0.50 each). That would allow Port staff to "lay eyes on" possible parking users. Since the permits are numbered, a limited amount could be provided to the Possession managers as back up, and the money could be placed in an envelope and put in the lockbox so that they are not handling cash. Gordon asked if the 10-day limit would be sufficient, or if it should be a 14-day limit instead. Jerome suggested they start with the 10-day, and if there were a lot of request for a 2-week period they could revise it. Field realized they would also need to limit the number of permits issued on any given day to still accommodate those who use the parking area for day use marine

access. The Commission agreed the provisions “looked good” so far, and Field said he would continue to work on the details with Possession Manager Wayne Nance and fine-tune them for consideration and Commission action at the next regular meeting.

*B. Maintenance & Operational Wrap-up:* Underway. Field said GeoEngineers should be providing the first summaries at the end of October/beginning of November.

*C. Boat Ramp Boarding Float Removals:* October 8 for Bush Pt.; October 9 for Possession Beach. The Bush Pt. floats were removed as scheduled, but the newly purchased backhoe broke down in the middle of the float removal at Possession, so the removal had to wait until the next tide and had to get the old backhoe to remove the floats.

## **5. New Project Opportunities:**

*A. Sustainable Economic Development and Innovative Partnership Zone (IPZ) Issues:* (Tapert)

1. Potential Langley area “Green” Business Park and “Impact Washington” opportunities: Tapert was absent, so there was no update.

*B. Ferry/Commuter Issues:* (Gordon) Gordon said Washington State Ferries (WSF) held a meeting at the high school from 5-7 pm tonight and he had come directly from that meeting. WSF presented 9 different options for terminal changes for Mukilteo (including no change at Mukilteo, moving to Everett, moving to Edmonds and others). The most frequent comment made by attendees at the meeting and online concerned the lack of parking in Mukilteo, and NONE of the 9 options ended up with a net increase in parking. Gordon said he would like the Port District “as a body” to send an input letter to the WSF Committee that a) the terminal must be in Mukilteo and b) the terminal changes must include additional parking. The Board strongly concurred, and Anderson said he would draft the letter per Commission direction. Field added that WSF had notified the Port that the Mukilteo terminal would be closed (with the ferries re-routed to Edmonds) for three consecutive weekends beginning March 18, 2011.

## **ACTIVITIES/INVOLVEMENT REPORTS:**

**1. Economic Development Council (EDC):** (Jerome) Jerome said there has been a lot of discussion lately at the EDC regarding a financial matter that he cannot elaborate on because he is not allowed to say anything more. He thought it should be resolved soon. He attended the EDC’s Business Expo in Coupeville, which had 100 vendors (the amount needed to breakeven) and quite a few of them were South Whidbey merchants. Jerome said he was pretty impressed with the event.

**2. Council of Governments (COG):** (Gordon) Gordon reported that the COG has been discussing the topic being less lenient about grant dollars being moved to a different area or not used for a long period of time without resubmitting an application. They agreed to require all agencies that have been awarded grants to update the COG by next May as to when they will be drawing funds and how much.

**3. Skagit-Island Regional Transportation Planning Organization (RTPO):** (Gordon) Gordon said all the projects that were applied for got funded, including \$400,000 for a walkway in Freeland (Bush Pt. Road across Fletcher’s property, through Freeland and across to Fish Road) and \$300,000 for engineering of Second Street in Langley.

**4. Marine Resources Committee (MRC):** (Tapert) Tapert did not attend. Minutes are available on their website at <http://www.islandcountymrc.org>.

**5. Washington Public Ports Association (WPPA):** (Jerome) Jerome noted the Small Ports Seminar is at the end of the week, but he didn't think it sounded very interesting. Their website is <http://www.washingtonports.org>.

**A. Annual Meeting in Tacoma November 17-19, plus Continuing Legal Education (Social Media, Public Records) November 16 (EXHIBIT H):** Jerome didn't think it looked very interesting either. Field agreed, but added that either he or Anderson would need to attend the Continuing Legal Education seminar. Gordon said he hasn't looked at the information yet; he might attend.

**6. Holmes Harbor Shellfish Protection District (HHSPD):** (Tapert) Tapert was absent, so there was no report.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** No new business.

**ADJOURNMENT:** The meeting was adjourned at 9:25 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: Staff Function & Responsibilities for Port Operations Manager & Port Finance Manager
- Exhibit C: Draft Ad and Application package for Finance Manager position
- Exhibit D: August Financial Statement
- Exhibit E: Wharf St. Marina Circulation drawing (preliminary discussion only)
- Exhibit F: Request for Bids for Pump-out Barge Survey, Maintenance & Repair
- Exhibit G: DRAFT Resolution No. 10-A, related to Overnight Parking for Marine Access at Possession
- Exhibit H: WPPA Annual Meeting brochure