

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING of the BOARD OF COMMISSIONERS
Monday, October 29, 2007 at 9:30 am
Port Office Conference Room, Freeland, WA

1. SPECIAL MEETING

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

2. PUBLIC COMMENT – Including items not on agenda.

3. PROJECT ACTION ISSUES – Staff Report, Public Comment, Commissioners' Discussion

- A. Langley Projects
 - 1. Design Workshop for South Whidbey Marina Expansion: See AAA Agenda
 - 2. Master Plan Update Process: Coordination with Jim Brennan/J.A. Brennan Assoc.
 - 3. Draft Milestone Schedule, incl. preliminary Master Plan dates/locations
- B. Breakwater
 - 1. Temporary Moorage Status & Schedule Update
- C. 2008 Final Budget
 - 1. Final Revisions prior to Adoption at November 14 Regular Meeting:
 - 1. 1/1/08 Beginning Cash
 - 2. Interpretive Panels: Maxwellton Park (with Whid. Wtrsdhd Stews.), others?
 - 3. Other Commissioner Direction?

4. EXECUTIVE SESSION (if necessary)

5. ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

October 29, 2007

Freeland, Washington

Present at the meeting were:

Commissioner Lynae Slinden, Clinton
Commissioner Geoff Tapert, Freeland
Ed Field, Port Manager
Molly MacLeod-Roberts, Port Clerk

Jeff VanDerford, South Whidbey Record
Greg York, Art Anderson Associates
Dennis Gregoire, Freeland Resident
Jim Brennan, J.A. Brennan Associates PLLC
Mike Perfetti, J.A. Brennan Associates PLLC

Absent:

Commissioner Rolf Seitle, Langley (called in during Meeting)

1. MEETING CALL TO ORDER:

The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on October 29, 2007, in the Port office in Freeland, WA. Commissioner Tapert, President, called the meeting to order at 9:32 a.m. As announced, the purpose of the meeting was to discuss Langley projects, the Breakwater and the 2008 Final Budget.

2. PUBLIC COMMENT:

There was no public comment during this period.

3. PROJECT ACTION ISSUES:

Port Manager Ed Field outlined the purpose of today's meeting for the benefit of Jeff VanDerford, reporter for the South Whidbey Record. Ed explained that a design workshop would be the first part of today's meeting. He explained that the Commissioners would be discussing draft designs for the marina layout, and this meeting is the first opportunity they have had to look at the design concepts from Art Anderson Associates. Ed noted that the Port is working toward presenting the City of Langley with a Master Plan Update proposal within the next 30 to 45 days. Ed emphasized that at this point everything is "draft" and the Port would rather not have draft information published as it may be incomplete or misleading. He asked VanDerford if it would be acceptable if the Record were given marina project and proposed Master Plan Update details concurrently with final Commission determinations and transmittal to the City of Langley, and VanDerford thought that would be fine. VanDerford said he would listen during the meeting and contact Ed to discuss it afterwards. Ed said there were some general project criteria that the Port looks forward to the newspaper publishing, such as the free-anchored pods that could be used through the summer during construction. VanDerford said he understood and that he would call Ed after the meeting for clarification before publication. Commissioner Slinden said the Port wants the public to be informed, but

wants the information to be accurate and clear and not preliminary or partial.

A. Langley Projects:

1. Design Workshop for South Whidbey Marina Expansion: Greg York of Art Anderson Associates (AAA) led this segment as a Concept Design Review Meeting, utilizing a package of draft plans and layouts (**EXHIBIT A**), to review progress on the Concept Design Phase of the work (AAA Task 2.3). A copy of the Meeting Minutes prepared by York is attached (**EXHIBIT B**).
2. Master Plan Update Process: Coordination with J.A. Brennan Associates PLLC: As requested by the Commissioners, Jim Brennan and Mike Perfetti of J. A. Brennan Associates were on hand to discuss the preparation of the Master Plan update, since Jim Brennan had been the manager and lead author of the original "Langley Boat Harbor & Environs Master Plan: as adopted by Port and City in 2004. The Master Plan update discussion is also summarized in Exhibit B attached to these Minutes. The Commissioners agreed that J.A. Brennan Associates would proceed on a time and materials basis with "not to exceed" limits for each task, subject to acceptance of their forthcoming proposal. York said he would go through the existing Master Plan with Brennan and point out the areas in need of revision or updating.
3. Draft Milestone Schedule: Port Manager Ed Field discussed the draft Port Preliminary Milestone Schedule for the South Whidbey Marina Expansion that he had prepared (**EXHIBIT C**). That discussion is also summarized in Exhibit B attached to these Minutes. Ed explained the Port intends to submit the proposed Master Plan Update to the City of Langley prior to their City Council meeting on the 3rd Wednesday in December. He noted that the first Public Hearing for the Master Plan Update could then be held in Freeland on the 4th Wednesday in January 2008. It was preliminarily agreed that the Master Plan Update and the associated State Environmental Policy Act (SEPA) documentation would be submitted to the City at the same time. Since subconsultant GeoEngineers has lead responsibility for the permit process, the SEPA submittal will be in their jurisdiction. Brennan said they will collaborate with GeoEngineers and AAA and will prepare a Power Point presentation for the Public Hearing. Regarding changes to and revision of the Master Plan, the Commissioners emphasized that it is being updated and revised; it is not being replaced.

B. Breakwater:

1. Temporary Moorage Status and Schedule Update: Ed reported that the breakwater would be moved from its temporary moorage in Port Orchard to its new temporary moorage along the outside of the Langley marina "stockade" on Monday, November 19th.

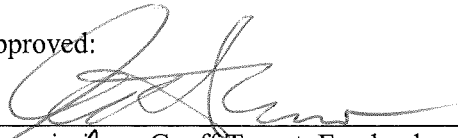
C. 2008 Final Budget:

Due to a conflict with the scheduling of the conference room, the Port's Special Meeting had to be concluded early, prior to addressing the final item on the Agenda. Ed noted that he was not aware of any specific need for an additional Special Meeting to further address the 2008 Final Budget, and the Commissioners agreed.

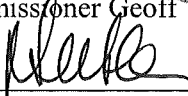
4. ADJOURNMENT:

The meeting was adjourned at 12:35 p.m.

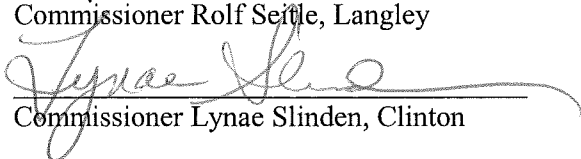
Approved:



Commissioner Geoff Tapert, Freeland

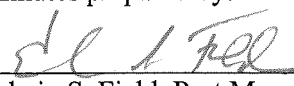


Commissioner Rolf Seitle, Langley



Commissioner Lynae Slinden, Clinton

Minutes prepared by:



Edwin S. Field, Port Manager

- Exhibit A: Concept Design Review Meeting Agenda with draft plans, Art Anderson Assoc, dated 10/29/07
- Exhibit B: Memo To File: 10/29/07 Meeting Minutes, Art Anderson Assoc.
- Exhibit C: Port Preliminary Milestone Schedule: South Whidbey Marina Expansion, draft, dated 10/26/07