

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING
LOCATION: Community Building at Trinity Lutheran Church, Freeland
DATE: November 8, 2006

7:00 PM – 7:30 PM WORKSHOP

1. 7:30 PM - REGULAR MEETING

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

2. CONSENT AGENDA

- A. Minutes on file: Minutes from Special Meeting of September 29, 2006.
- B. Vouchers on file: Vouchers #2844 through #2869 in the total amount of \$46,540.88.

3. ACCOUNTANT REPORT:

- A. September 2006 Financial Statement (Edwards)
- B. 2007 Final Budget
- C. Ordinance/Resolution No. 06-06
- D. Levy Certification

4. PUBLIC COMMENT – Items not on Agenda.

- A. Whidbey Island Writers Conference: Request for Funding from WIWA
- B. Choochokam Festival of the Arts: Request for Funding from Choochokam Arts
- C. 2006 Uniquely Whidbey Biz Expo & Home Show Wrap-up: Sharon Hart from EDC

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

- A. Possession Beach Park
 - 1. Septic System Reconstruction: Approval of RL Long Construction
- B. Langley
 - 1. City – Port Negotiations, incl. confirmation of December 4 kick-off meeting
- C. Bush Point Boat Launch
 - 1. Construction Update
- D. Dave Mackie/Maxwelton Park
 - 1. Bathroom Remodel: Schedule Update
- E. Emergency Preparedness
 - 1. Hazard Mitigation Plan: Discussion of process and approval (if requested)
 - 2. Critical Infrastructure Assessment: Discussion of process (if requested)
- F. Port Logo Contest
 - 1. First Entry Received – Unsigned!

6. COMPREHENSIVE PLAN ISSUES

- A. Committee Membership: Confirmation of Martin Behr

7. ACTIVITIES/INVOLVEMENT REPORTS

- A. Economic Development Council (EDC), including Uniquely Whidbey Trade Fair
- B. Council of Governments (COG)
- C. Skagit-Island Regional Transportation Policy Organization (RTPO)
 - 1. Duration of Terms for Ports Rep: Two-year term per Dist. under consideration at PoC
- D. Marine Resources Committee (MRC)
- E. Washington Public Ports Association (WPPA)
 - 1. Designation of PoSW WPPA Trustee and Alternate for 2007
- F. Upcoming Seminars & Training
 - 1. WPPA Annual Meeting

8. OLD BUSINESS

- A.

9. NEW BUSINESS

- A.

10. EXECUTIVE SESSION

11. ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

November 8, 2006

Freeland, Washington

Present at the meeting were:

Commissioner Lynae Slinden, Clinton
Commissioner Rolf Seitle, Langley
Commissioner Geoff Tapert, Freeland
Ed Field, Port Manager
Art Pratt, Possession Park Manager
Chuck Edwards, Port Accountant
Amber O'Brien, Port Clerk

Jeff Van Derford, South Whidbey Record
Sherry Mays, South Whidbey Record
Gail Madden, Whidbey Island Writers Conference
Walt Blackford, City of Langley
Dennis Gregoire, Comp Plan Facilitator
Sharon Hart, Economic Development Council (EDC)
Bill Brown, South Whidbey Youth Center (SWYC)
Stacie Burgua, Whidbey Island Center for the Arts (WICA)
Nancy Rowen, Langley Chamber of Commerce
Michelle LaRue, Big Sister & Langley Merchant Assn.
Karen Swegler, US Bank

Absent: None

1. MEETING CALL TO ORDER:

Following a Workshop session from 7:00 to 7:30 pm, the regular meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on November 8, 2006, at the community meeting room at Trinity Lutheran Church, on Woodard and Hwy 525, Freeland, WA. Commissioner Slinden, President, called the meeting to order at 7:30 pm., followed by the Pledge of Allegiance.

2. BUSINESS MEETING – THE CONSENT AGENDA:

A. Consent Agenda -

1. Minutes: Minutes from the Special Meeting of September 29, 2006 and the Preliminary Budget Hearing of October 11, 2006.
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 Tapert and seconded by Commissioner Seitle to accept the Consent Agenda, including approval of the Minutes and authorization of Vouchers #2844 - #2869 for a total amount of \$46,540.88. The Motion passed unanimously.

3. ACCOUNTANT REPORT:

A. Financial Statements: The Commissioners accepted the September 2006 Financial Statement (**EXHIBIT B**). Port Accountant Chuck Edwards said that the Port's total revenue and receipts for 2006 was \$753,789. The 2006 expenditures were \$874,694 of which \$684,509 was for the Clinton Beach project.

B. 2007 Final Budget: Chuck requested that the Commission approve the 2007 Final Budget showing total revenues of \$480,446 and total expenditures of \$935,087 (**EXHIBIT C**), and Resolution #06-06 (requesting a Levy of \$435,000 for the fiscal year of 2007 (**EXHIBIT D**), all of which will be submitted to the County along with the Levy Certification. Commissioner Seitle asked if the estimated beginning cash for January 2007 included the Port's commitment to the Washington State Department of Fish & Wildlife for Bush Point (WDFW). Edwards said that the commitment to WDFW had been included in the estimated beginning cash for 2007. Commissioner Tapert asked if general obligation bonds (GO Bonds) had been included in past Port budgets and if so, when was the last time that they were included. Edwards said that the last time that the Port had GO debt was when the Port purchased the parking lot in Clinton. In the 20 years that Edwards has worked with the Port, that is the only time he recalled the Port having GO debt. Commissioner Tapert asked if the Port would be able to obtain a GO bond with the current budget. Edwards said that GO bonds are usually obtained by a Port when funding is needed to purchase something. The GO debt would be budgeted after obtaining a GO Bond. Commissioner Tapert had a question on the invoice submitted by ACC Hurlen Construction. He wanted to know what the \$500 charge for equipment consisted of. Ed explained that the \$500 was to cover the cost of renting a generator and miscellaneous hardware. Commissioner Seitle asked if the Port had an open account with Sebo's and who is authorized to use the account. Ed said that the Port did have an open account with Sebo's for use by managers for maintenance and repair needs. Commissioner Seitle said that the current vouchers included a \$49.00 invoice for wrenches and asked what the wrenches were purchased for. Art Pratt said that he had purchased the wrenches for the docks at Possession Point Park. He pointed out that the old wrenches were rusted and unusable. Commissioner Seitle said that if the expenditures for Possession Point continue to grow, they would become inconsistent with the Budget. Ed disagreed, and said that the 2007 Budget reflected increased maintenance expenses, including those to maintain normal operations and maintenance at Possession Park. He had increased the line item on the budget for 2007 to reflect the increase of those costs. Commissioner Seitle said that if the expenses average \$40,000 in expenses per month, the Port would not meet the budget - it is just a word of caution.

ACTION: A Motion was made by Commissioner Tapert and seconded by Commissioner Seitle to approve the 2007 Final Budget (**EXHIBIT C**) and adopt Resolution #06-06 (**EXHIBIT D**). The motion passed unanimously.

4. NON-AGENDA ITEMS / PUBLIC PRESENTATIONS:

A. Gail Madden, Whidbey Island Writers Conference: Gail Madden was on hand to request funding from the Port for the 2007 Whidbey Island Writers Conference. The Commissioners each had a copy of the application for funding submitted by the Whidbey Island Writers Association, WIWA. (**EXHIBIT E**) The amount requested from the Port of South Whidbey was \$5,000.00 to help cover the costs of advertising. Gail noted that the 4-day conference brings people from across the country as well as international registrants to South Whidbey during the first weekend in March (March 2-4, 2007). They have invited

four nationally recognized authors to speak. WIWA plans to market the event throughout the greater Puget Sound area, and with sufficient advertising funds, hope to attract over 200 visitors to South Whidbey for the conference during the off-season, when it is difficult for lodging establishments, restaurants, caterers and other local businesses to achieve profitable capacity. This would provide local businesses with potential customers and would also encourage regional residents to return at a later date to spend more time on South Whidbey. To achieve their goal of increased numbers of attendees and a well-attended public event, they need to have a more comprehensive and better-funded advertising plan. The advertising would include brochures distributed locally and nationally, advertising for local and national publications for writers and readers, community board flyers, poster displays in libraries, PSA's on radio and television stations, postings on various websites, as well as word of mouth advertising from conference faculty, attendees and teachers of creative writing. Commissioner Tapert asked if the group was a non-profit organization. Madden said that they were a non-profit organization. Commissioner Slinden asked how many years the Writers Association has held this conference. Madden said that this would be the 9th annual conference. Commissioner Seitle said that although he would like to support the Writers Conference, he said he was not sure that this request for funding is one that the Port could legally support. He was also unsure of the economic benefit and whether or not it would meet the mission of the Port. He said the Port is not a general grant agency and cannot help every group that needs help. Commissioner Tapert questioned whether or not there would be adequate lodging space on South Whidbey for over 200 visitors. Madden said that in her opinion, South Whidbey has adequate lodging for over 200 visitors. She pointed out that the conference would be held at the South Whidbey High School, which would limit the number of attendees due to the size of the facility. Commissioner Slinden supported the request and said that the funding would clearly be in line with the Port's mission of economic development for South Whidbey. Commissioner Tapert asked if the contribution to the Writers Conference would come out of Budget Line 11 (\$10,000) for trade fairs and sponsorships. Commissioner Slinden said that would be where the contribution would come out of on the 2007 Budget. She suggested offering the group a \$2,000 contribution instead of \$5,000 so that the Port has the budget to support other organizations/events that request funding in 2007. Commissioner Seitle said that this would put the Port in the category of "doing good things" and this certainly is a good thing to support. He asked if the Writers Association was suggesting lodging locations for the conference attendees. Madden said that they have a link on their website for that purpose, and have also negotiated discounts with a number of Bed & Breakfasts for conference registrants. Sherry Mayes, South Whidbey Record, said that the Writers Conference supports local programs, scholarships in the schools and is a big umbrella organization that supports many different opportunities on Whidbey Island. Commissioner Seitle asked if funds for this purpose had been requested from other sources. Madden said that they have received contributions from Nichols Brothers Boat Builders, Whidbey Telecom and private individuals. Last year the conference received approximately \$8,000 in contributions from outside organizations along with some "in kind" contributions. Commissioner Slinden asked what the total cost of the conference would be. Madden said approximately \$190,000. Commissioner Slinden said that this event is in the same category as other events that have been supported by the Port in the past and said she was in favor of supporting the conference. Commissioner Tapert suggested supporting the group by offering "seed money" to develop a guide or brochure listing various events. Nancy Rowan, Langley Chamber of Commerce, said that there are many such guides already available. Madden said that if the Port had a brochure or flyer that highlights the amenities of South Whidbey, they would be happy to distribute it at their information table during the conference. Walt Blackford, City of Langley, asked if the requests for funding would come out of the 2006 Budget or the 2007 Budget. The Commission said that the funding would come out of the 2007 Budget. After

further brief discussion, the Commission agreed to offer \$1,000 to support the upcoming Whidbey Island Writers Conference.

ACTION: Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve a \$1,000 contribution to the Whidbey Island Writers Association. The motion passed unanimously.

B. Choochokam Festival of the Arts: Several volunteers from the newly formed Choochokam Arts committee were on hand to request funding from the Port for the 32nd annual Choochokam Festival of the Arts, which will be held July 14-15, 2007. The Commissioners each had a copy of the application for funding submitted by the Choochokam Arts committee. **(EXHIBIT F)** The amount requested was \$6,500, which would be used in part to hire an Executive Director and also for some of the operating expenses necessary to insure that Choochokam would happen in 2007. Nancy Rowan, Langley Chamber of Commerce, said she has heard many comments on how they would like to see Choochokam incorporate more local artists and musicians. After years of private ownership and management, the sole proprietor Chris Adams recently decided to step down from running the show. Representatives from the community from many organizations including the Chamber of Commerce, WICA, WCT, the Langley Community Club, the Island Arts Council, private businesses and the City of Langley are joining together to sustain and improve the festival. All members of the committee are volunteers. Stacie Burgua, Whidbey Island Center for the Arts (WICA), said that the committee is in the process of creating a new nonprofit under the working name of Choochokam Arts. Their intent is that the event will be self-sustaining and provide support to the arts throughout the year. Commissioner Tapert asked when the committee expected to have their nonprofit status. Burgua said that they should have their nonprofit status within six months. Walt Blackford, City Administrator of Langley, said that the City is acting as a fiscal agent in the interim and the Chamber of Commerce is providing logistical support. Commissioner Slinden asked why the committee chose to form a new organization rather than going through an organization that already exists. Blackford said that none of the existing organizations had the capacity to address Choochokam, or were focused on their own work and were unable to take on a new project at this time. The Choochokam Arts Committee agreed that the best hope for the long term of the festival was to have its own organization that would be sustained by its membership or board of directors. Commissioner Slinden asked if the committee planned to ask the Port for additional funding for the festival later in the year. Blackford said that the committee had not discussed asking the Port for additional funding. In this first year, the committee has been faced with having to stage the event before they have operating funds from the previous year's event. This will involve contacting former exhibitors, responding to inquiries and processing all of the subsequent paperwork and raising necessary operating funds. They will also need to produce press releases for upcoming event calendars, update the web site and be in contact with all of the other providers of goods and services needed to make the event function. The committee is currently in the process of interviewing candidates for the position of Executive Director. Choochokam Festival of the Arts is a community celebration that improves economic well-being of the community and enhances public recreation and entertainment opportunities in the community. For 32 years, Choochokam has been enhancing and preserving the economic well being of the community with an event that appeals to locals and tourists. The event promotes public awareness of Langley and supports the South Whidbey area. Commissioner Seitle said he was extremely encouraged that Choochokam was taking a new direction because he felt that it had deteriorated since 1991 to the point where there was very little local participation. The primary beneficiaries of Choochokam are the businesses in the City of Langley. Langley contributes to Choochokam in several ways, through its public

works department, police department and also in arranging for Choochokam to happen. In return for that, they get permit fee and sales tax revenue, which amounts to approximately \$1,400 per year. Commissioner Seitle said that Choochokam is an event that the Port should support because it truly is an economic benefit to the community. He was unsure of the extent that the Port should participate. He also stated that the festival primarily benefits Langley rather than all of South Whidbey. Commissioner Slinden asked if funds for this purpose have been requested from other sources. Blackford said that there is no way to measure the sales tax revenue that is generated each year. Michelle LaRue, Big Sister and President of the Langley Merchants Association, said that she and her family have owned businesses in Langley for the past 32 years and have helped with Choochokam every year. They have seen Choochokam go through many changes over the years. They know it is a very well loved festival by all of Whidbey Island and people from afar. LaRue and many other Langley merchants consider themselves as hosts to the festival. They may have good sales some years and very little sales other years during Choochokam. However, the primary benefit to the merchants is that people come back to the festival each year and also come to visit Whidbey Island throughout the year. Commissioner Slinden said that the Chamber of Commerce facilitates the Mystery Weekend in Langley every year and asked if they could also facilitate Choochokam. Nancy Rowan said that they do not have the staff to coordinate an event like Choochokam. Commissioner Slinden asked if the Chamber of Commerce planned to request funding from the Port for Mystery Weekend. Nancy Rowan said that has not been discussed. LaRue said that time is of the essence and because the Festival has been dropped in their hands with no start up funding, they need to hire an executive director to get it going immediately. It would be horrible if Choochokam could not happen in 2007. She believed that the Festival would pay for itself in future years but this immediate start up funding is extremely important to the committee to get it started. Sandra Jarvis, owner of Museo Gallery, supported all of the comments made by the Choochokam Arts Committee members. Karen Swegler, US Bank, said that the exhibitors plan their shows well in advance and if the committee does not have the opportunity to have them on a continuing basis, they may not return to the Festival at all. That is why it is so crucial that the committee is able to put on the Choochokam Festival in 2007. Commissioner Slinden asked if the committee had any other resources they could request funding from. Blackford said that the Langley Community Club has stepped forward with a donation of \$2,500 for funding to incorporate the new non-profit organization, "Choochokam Arts." Two banks in Langley have made commitments to allocate funding in their 2007 budget and donations have been promised from several private citizens. The goal of the committee is to hire an Executive Director as soon as possible because so they need to begin to contact potential vendors within next 60 days while they are making decisions about where they are going to exhibit next summer. Nancy Rowan said that Chris Adams had given the committee his entire database of people that have exhibited at Choochokam over the past eight years. She pointed out that applications were usually mailed to exhibitors in mid-December every year for the Festival in July. Blackford gave each of the Commissioners a statement from Langley Mayor Neil Colburn, supporting the funding request submitted on behalf of Choochokam Arts, the new nonprofit organization that is being created to plan and produce future Choochokam Festivals **(EXHIBIT G)**. In the letter, Colburn pointed out that he would hold the position of Chair on the newly formed organization. Commissioner Seitle felt that this was a Langley event. Blackford and Commissioner Slinden both disagreed; they felt that Choochokam is a South Whidbey community event. Karen Swegler said that this is an event that is held in Langley but local artists come from all over South Whidbey to participate. Blackford pointed out that the 5-10 thousand people that attend the event each year are not all Langley residents. Commissioner Seitle asked if the Langley merchants lost or gained business during the festival. Sandra Jarvis said that her business tends to lose money during the festival, but Choochokam is

what brought her to Whidbey Island. Michelle LaRue said that as the President of the Langley Merchant Association, she conducted two surveys regarding Choochokam. The response from most of the merchants was that although they may or may not make money that weekend, they whole-heartedly supported the event and would do anything to have the Festival continue. Commissioner Slinden asked if LaRue had any negative feedback from the merchants. LaRue said that the only negative comments she received were that some of the merchants felt that there was a decline in the quality of the booths and that the arts need to be revived "like the good ol' days." With the new board and a new Executive Director, these things would be improved along with every other aspect of the Festival. Commissioner Slinden asked if the committee planned to solicit more of the local artists. LaRue said that is their plan and they are currently writing letters to the local artist community to find out what it would take to encourage their participation in the upcoming festival. The Commission agreed to grant the Choochokam Arts Committee \$6,500.

ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve a \$6,500 contribution to Choochokam Arts. The motion passed unanimously.

Commissioner Tapert asked if the Port of South Whidbey could be recognized as a sponsor of Choochokam Arts. The Committee said they would recognize the Port as a sponsor.

C. Sharon Hart, Island County Economic Development Council:

1. Uniquely Whidbey Business Expo & Home Show: Sharon Hart distributed a folder to each Commissioner containing the Uniquely Whidbey Trade Fair quarterly update report, 2006 Uniquely Whidbey Trade Fair summary, graphs and a copy of the Uniquely Whidbey Trade Fair directory. **(EXHIBIT H)** She thanked the Port for its financial contribution to the Trade Fair, which paid for the 2006 Trade Fair directory. She reported that the EDC received approximately \$10,000 in sponsorships and in-kind services from the twenty-five sponsors that are listed on the summary sheet. She said that 27% of all the vendors at the fair were from South Whidbey, 18% were Island-wide vendors, and 45% of the vendors were home-based businesses with no employees. She continued by noting that 2000 employees were represented by their businesses showing as a vendor, and 37% of businesses showed increases in employees since 2005. To put that in perspective, the Oak Harbor Naval Base employs 10,000 people, the next largest employer is the 800 of the Oak Harbor School District. She said that this is the largest event that affects employers and employees on Whidbey Island. Another huge leap forward was that 40% of the businesses also participate in other trade fairs and 95% of the businesses this year made contact with people from outside of their business location, which she said is the real goal of the Trade Fair. Hart said that the Trade Fair should be categorized as "Business Development" in the Port's budget rather than the "Trade Fair and Sponsorship" category because it is a direct benefit to the Island, especially to the South Whidbey Island businesses. Ed said that the "Business Development" category in the Ports budget is for capital expenditures. The Commission agreed to continue the membership with the EDC.

ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve continuing the Port's membership in the Economic Development Council at \$500 per year. The motion passed unanimously.

2. Projects: Hart reported on some of the projects that the EDC has been working on:

- They have been helping to start air service back to the Island.
- Hart has participated on the board that will help choose where the next University will be built in the State of Washington.
- They have been working to identify buyers and suppliers, used by local businesses such as Nichols Brothers Boat Builders (NBBB), so that they can be recruited to Whidbey Island, which would help to create more jobs.
- They are working on a “school to work” program with South Whidbey High School and Nichols Brothers Boat Builders to help encourage getting students in the work place.

3. Trade Fair Sponsorship: Hart encouraged the Port to keep the Trade Fair sponsorship in the 2007 budget. EDC has asked the Port of Coupeville to match the Port of South Whidbey’s contribution for 2007. She has not heard back from the Port of Coupeville on the sponsorship amount for 2007. Commissioner Tapert said that he would like to have a Trade fair on the south end of the Island. Commissioner Slinden suggested the possibility of alternating the locations each year from the north end of the island to the south. She added another possibility: to hold a trade fair at a more centralized location like Greenbank. Hart said that the EDC has contacted the Greenbank Farm and was told that there was not enough room to hold the trade fair at that location. Also, many businesses have asked the EDC not to change the location of the Trade Fair. Commissioner Slinden said that South Whidbey Island is under-represented at the Trade Fair and the Port needs for their funding to support and better address the needs of South-end businesses. She suggested that the Port of South Whidbey match the Port of Coupeville’s trade fair sponsorship to EDC. The Commission pointed out that there are alternate locations on South Whidbey that could be considered for a trade fair such as the Fair Grounds or the South Whidbey High School. After further discussion, the Commissioners asked Hart to let them know what the sponsorship amount is from the Port of Coupeville.

5. PROJECT ACTION ISSUES:

A. Possession Beach Park:

1. Septic System Reconstruction: Reminding the Commissioners of his previous discussions with them, Ed reported that the only proposal received for this necessary work was from RL (Robert Long) Construction, in the amount of \$13,035 for the septic system reconstruction. **(EXHIBIT I)** That proposal was exclusive of the associated electrical work, for which the only electrical quote came in from Jerry Beck Electric at \$2,795, using their septic system electrical specialist. **(EXHIBIT J)** Ed reported that since these were the only proposals received for this critical project, he had reviewed the proposals with the Commissioners earlier in the month and preliminarily authorized the work to be scheduled, subject to final Commission approval at this meeting. Given that the contract was above his authorization level, Ed requested formal Commission approval of the proposals.

ACTION: Motion was made by Commissioner Tapert and seconded by Commissioner Seitle to approve the proposal from RL Construction in the amount of \$13,035 plus tax and the proposal from Jerry Beck Electric for \$2,795 for a total of \$15,830. The motion passed unanimously.

Ed noted that both contractors were on the Port's Small Works Roster. He asked Art Pratt to contact Robert Long of RL Construction to set up the schedule and also order a "port-a-potty" for the jobsite while the work takes place. Ed added that there will be significant savings to the Port by having Art and his backhoe to do the final landscaping and clean-up work.

B. Langley:

1. City/Port Negotiations: The first City/Port negotiation meeting is scheduled to be held on Monday, December 4, 2006 at 10:00 am. Commissioner Seitle suggested alternating locations for the meetings between Langley and the Port office. Commissioner Seitle and City Administrator Walt Blackford will coordinate the location of the meeting. Commissioner Seitle asked if Port Attorney Al Hendricks should attend the negotiation meetings, and after brief discussion, the Commissioners agreed that Hendricks should attend the negotiation meetings. Ed asked Blackford who the third committee member was, and Blackford replied that his name was Herb Helzel, who is a boat owner, property owner and shopkeeper and also a member of the Langley Harbor Advisory Board.

C. Bush Point Boat Launch:

1. Construction Update: Ed reported that he had received a past-due invoice from the Washington Department of Fish and Wildlife (WDFW) earlier today, noting that he was surprised to receive a past-due invoice when the work at Bush Point was still significantly incomplete. Ed's latest schedule information indicates that the contractor should be testing the septic system on Monday (11/13/2006) and the floats should be delivered on Thursday (11/16/2006). Commissioner Seitle asked where the floats would be stored. Ed said that the floats would first be 100% installed to make sure they are working properly, and then taken out and stored in the grass field just uphill from the Bush Point residence (overflow parking area). He emphasized that the Port has an agreement with WDFW that they would be responsible to remove the floats, which was agreed upon during the Port's approval of the additional \$115,000 funding which is now being invoiced. Commissioner Seitle asked if the \$115,000 invoice from WDFW would be paid in 2006. Commissioner Slinden said that the invoice would be paid when the work is finished. Commissioner Tapert said that he noticed a broken curb at Bush Point on his last visit and asked if it would be repaired. Ed said that WDFW and their contractor should be responsible for fixing the broken curb. Commissioner Tapert said that the landscaping looked very sad. Commissioner Slinden said that WDFW did not install an irrigation system. She said that the Port should expect to evaluate needs once they take over the operation of the facility.

D. Dave Mackie/Maxwelton Park:

1. Bathroom Remodel/Schedule Update: Ed said that Terry Arnold is sending out bid packages to 4-5 bidders tomorrow (11/9/2006) for the bathroom upgrade at Maxwelton. One of the bid packages is going to Advanced Construction from Mukilteo, who was the contractor for the Port's Clinton Beach project.. The project should be completed in early 2007.

E. Emergency Preparedness:

1. Hazard Mitigation Plan: Ed reported that the draft Plan is currently being reviewed by the State and should be back to the County late this month. Upon final revision, it will then immediately go out to all of the jurisdictions so that all of the elected officials can review it, with overall adoption optimistically scheduled for late in 2006 to enable all jurisdictions to qualify for funding at that point. Ed encouraged the Commissioners to

read draft copies to familiarize themselves with the overall Plan. He said that significant changes are not expected during the current State review. Ed passed the Commissioners draft Plan copies, and said that he would hope to have the final Hazard Mitigation Plan on the December Meeting Agenda for formal adoption action.

2. **Critical Infrastructure Assessment:** Ed said that the time-consuming Critical Infrastructure Assessment process is going well. The efforts of the group have clearly been directed towards natural hazards and response and recovery from major natural hazards such as earthquakes, wind storms, pandemic flu etc. They have requested a meeting with Ed next week discuss threats, natural or otherwise. Commissioner Seitle asked what Ed planned to discuss with them. Ed said that he considered earthquakes and the associated potential for tsunami/seiche waves to be the biggest large-scale threats to Whidbey Island, with windstorms also a concern. He noted that if the Port boat ramps were destroyed in a natural wave or other disaster, the Island would be further cut off from many resources.

- F. **Port Logo Contest:** Ed said that he had received a design entry for the Port Logo contest but there was no contact information included with the design (**EXHIBIT K**). He asked VanderFord if he could place an announcement in the South Whidbey Record in an effort to locate the artist. The Commission agreed to place an advertisement in the South Whidbey Record for the Port Logo contest.

6. COMPREHENSIVE PLAN:

- A. **Citizens Committee Membership:** Ed noted that Martin Behr had been proposed by Commissioner Seitle to fill the vacancy on the Committee resulting from Paul Schell's resignation. Commissioner Tapert said that he knew Marty Behr from the Rotary Club and highly recommended him for the Comprehensive Plan Advisory Committee. The Commissioners had no objections.
- B. **Comprehensive Plan Meeting:** Dennis Greguire said that the first Comprehensive Plan Committee meeting went well. The enthusiasm and talent of the advisory committee was very impressive. The Commission asked Greguire to keep them apprised on the progress of the committee. Greguire said that he planned to attend Port meetings to give a report on the meetings and would also email information to Ed. Commissioner Seitle asked if the Commissioners were allowed to attend the meetings as long as they did not say anything, and Gregoire confirmed that they have that option. He noted that the next Comprehensive Plan Advisory meeting is scheduled for Monday November 13, 2006 at 9:00 am in Langley at a location to be determined. The Commissioners will be kept informed on the schedule and location of the Committee meetings.

7. ACTIVITIES/INVOLVEMENT REPORTS:

- A. **Economic Development Council (EDC):** See Sharon Hart's report under "Special Presentations."
- B. **Council Of Governments (COG):** No update.

C. Regional Transportation Planning Organization (RTPO):

1. **Duration of Terms for Port Representative:** At the last Port meeting, Ed noted that the Port of South Whidbey shares a position on the RTPO board with the Port of Coupeville. He said that Dorothy Cleveland, a former South Whidbey Port Commissioner, had held the position for several years, and when she passed away, Ed Van Patten of the Port of Coupeville took over. He held the position until the end of 2005, at which point Commissioner Slinden assumed the posting. At the last RTPO meeting, Anne McDonald, Commissioner for the Port of Coupeville, said that she would like to take the RTPO position in January 2007. Commissioner Slinden responded that, given the time for accomplishing a project, a two-year rotation would make more sense. She asked Ed to draft a letter to the Port of Coupeville suggesting the two-year rotation schedule, and if they agree to that, the two Ports can collectively approach the RTPO board with their recommendation. They would also request that an official schedule be set up for the rotations. Port Clerk O'Brien reported that at the Port of Coupeville's regular meeting this morning, the Coupeville Commissioners agreed that both Ports should hold a position on the EDC Board, and they instructed their Executive Director Jim Patton to contact the EDC with that recommendation. Patton is to report back at their next regular meeting. O'Brien will keep the South Whidbey Commissioners informed on the issue.

D. Marine Resources Committee (MRC): No update.

E. Washington Public Ports Association (WPPA):

1. **Designation of PoSW WPPA Trustee and Alternate for 2007:** The Commission agreed to designate Commissioner Seitle as the WPPA Trustee and Commissioner Slinden as the alternate WPPA Trustee for 2007.

F. Seminars:

1. **WPPA Annual Meeting:** Ed said that the WPPA Annual Meeting is scheduled for Thursday, December 7, 2006. Commissioner Slinden said that she would like to attend the seminar if her schedule permits, and will contact Ed to let him know as soon as possible.

8. OLD BUSINESS:

None

9. NEW BUSINESS:

- A. Public Comment:** Bill Brown, SWYC, was on hand to say that he was in support of Langley water front access and would like to rent yacht space on a full time basis.
- B. Clinton Beach Signage:** Ed had prepared a new signage design for Clinton Beach parking (**EXHIBIT L**). He noted that the current signage limits the parking to 30 minutes, intended to prevent ferry parkers from using the few spaces available. Commissioner Slinden said that people have made comments that it is difficult to have a picnic at the park when they are on such a strict time limit, and everyone agreed there was no intention to limit Beach users. The new signage says: "Parking for Clinton Beach Only – No Ferry Parking". The Commissioners had no objection to the new Clinton Beach signage text.

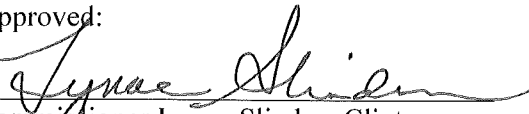
10. EXECUTIVE SESSION:

The Commission went into Executive Session at 9:10 pm to discuss property acquisition, and then came out of Executive Session at 9:45 pm.


11. ADJOURNMENT:

The meeting was adjourned at 9:46 pm.

Approved:


Commissioner Lynae Slinden, Clinton


Commissioner Rolf Seitle, Langley


Commissioner Geoff Tapert, Freeland

Minutes prepared by:


Ed Field, Port Manager

Exhibit A:	Voucher Listing
Exhibit B:	September 2006 Financial Statement
Exhibit C:	2007 Final Budget
Exhibit D:	Ordinance/Resolution# 06-06 and Levy Certification
Exhibit E:	Application for Funding: Whidbey Island Writers Conference
Exhibit F:	Application for Funding: Choochokam Arts Festival
Exhibit G:	Letter from Mayor Neil Colburn re: Choochokam Arts Festival
Exhibit H:	Uniquely Whidbey Business Expo and Home Show Package
Exhibit I:	Proposal from RL Construction for Possession Point Septic reconstruction
Exhibit J:	Proposal from Jerry Beck Electric for Possession Point Septic reconstruction electrical work
Exhibit K:	Port Logo Contest Entry
Exhibit L:	Clinton Beach: New Signage Design