

**AGENDA**  
**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**REGULAR MEETING**  
LOCATION: Freeland Library Conference Room, Freeland WA  
DATE: March 11, 2009

7:00 PM – 7:30 PM      WORKSHOP

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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 10, and Special Meeting of December 19, 2008.
  - 2. Vouchers: Vouchers #3729 in the amount of \$800.19 (signed after Feb. regular meeting) and Vouchers #3730 through #3767 in the amount of \$40,570.93 (as signed today) for a total amount of \$41,371.02

3. PUBLIC COMMENT – Including Items not on Agenda.

- A. Applications for Funds:
  - 1. Celebrate America Porta-Potty Sponsorship at Freeland Park (direct billing)
  - 2. Choochokam Arts: Festival Promotion
  - 3. Langley Chamber of Commerce: South Whidbey Trade Fair
  - 4. Langley Chamber of Commerce: Langley Beautification Project
  - 5. Open Studio Tour: Off-Island Advertising
  - 6. Whidbey Farm Tour: Brochure Printing
  - 7. Clinton Progressive Association: Refrigerator
  - 8. Clinton Progressive Association: Promotion for Environmental Forum
  - 9. Clinton Chamber of Commerce: Highway Beautification

4. ACCOUNTANT REPORT:

- A. January 2009 Financial Statement: Note new & improved formatting!

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

- A. Whidbey Airpark
  - 1. Compliance Report: Discussion of Draft Report
- B. South Whidbey Harbor
  - 1. Transfer Process
    - 1. Title & Escrow Closing: Done!
    - 2. DNR Aquatics Land Leases and Port Mgmt Agmt: Status
    - 3. RCO Transfer Process

- 2. Expansion Project
  - 1. Funding Status
  - 2. Pre-Design Study: Update from Reid-Middleton, Design Workshop date?
  - 3. Ramp & Park Project: Shovel-ready +/-, On hold
- 3. Harbor Operations
  - 1. Harbormaster Report
- C. Clinton Beach, Fishing Pier, Dock and Parking Lot
  - 1. Dock: Rub Rail Replacement project bid results & Commission direction
- D. Staff & Operations
  - 1. Website Upgrade & Maintenance Solicitation Results: Commission direction
  - 2. Dry Storage Demand Study: Proposed survey for boat ramp users
  - 3. Boat Launch Float Installation Dates:
    - 1. **Possession floats to be launched on Saturday, April 11**
    - 2. **Bush Pt floats to be launched on Monday, April 13**

## 6. ACTIVITIES/INVOLVEMENT REPORTS

- A. Economic Development Council (EDC)
  - 1. Annual Member Mtg: Thurs Mar. 26, Oak Harbor, w/WA Chief Economist Mary Ayala
- B. Council of Governments (COG)
- C. Skagit-Island Regional Transportation Policy Organization (RTPO)
- D. Marine Resources Committee (MRC)
- E. Washington Public Ports Association (WPPA)
  - 1. Legislative Port Day: March 24-25 in Olympia
- F. Community Trade & Economic Development (CTED)
- G. Holmes Harbor Shellfish Protection District
  - 1. Last Meeting: Thursday, February 26 at 5:00 – 6:30 pm at Grigware Hall/TLC
- H. Puget Sound Partnership
- I. Ctr. For Wooden Boats Cama Beach/Whidbey Summer Event (Sept 5, 2009)

## 7. OLD BUSINESS

- A. April Meeting Date: Regular Meeting in April to be 7:30pm, Wednesday, April 15, at Grigware Hall, Trinity Lutheran Church (due to conflict w/ spring break)

## 8. NEW BUSINESS

- A. Solar Energy Proposal from Commissioner Tapert
- B. County-wide Parks Issues: Multiple emerging topics, incl. 3/19 Coupeville meeting

## 9. ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

March 11, 2009

Freeland, Washington

**Present at the meeting were:**

Commissioner Geoff Tapert, Freeland  
Commissioner Rolf Seitle, Langley  
Ed Field, Port Manager  
Dane Anderson, Port Finance Manager  
Molly MacLeod-Roberts, Port Clerk  
Rick Brewer, Port Harbormaster

Wayne Morrison, Clinton Resident  
Sharon & Fred Lundahl, Langley Residents  
Sherry Mays, Langley Chamber of Commerce  
Karen Krug, Farm Tour  
Judy Feldman, Farm Tour  
Kit Searle, Freeland Resident  
Derek Hinde, Whidbey Island Dive Center  
Clint Christiansen, Whidbey Island Dive Center  
Ed Young, Whidbey Island Kayaking  
Jeff VanDerford, South Whidbey Record  
Russell Sparkman, Langley Resident  
Sue Taves, Langley Resident  
Brian Keeler, Clinton Progressive Association  
Carol Flax, Clinton Progressive Association  
Sherryl Christie-Bierschenk, Clinton Resident  
David Ketchum, Airside Inc.  
Bill Carruthers, Clinton Resident

**Absent:** Commissioner Lynae Slinden, Clinton

**1. MEETING CALL TO ORDER:**

The Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on March 11, 2009, at the Freeland Library Conference Room in Freeland, WA. Commissioner Tapert, Vice President, called the Regular 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 Meeting of December 10, 2008, and Special Meeting of December 19, 2008.
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 Seitle and seconded by Commissioner Tapert to accept the Consent Agenda, including authorization of Voucher #3729 in the amount of \$800.19 (signed after the February regular meeting) and Vouchers #3730 - #3767 in the amount of \$40,570.83, for a total amount of \$41,371.02. The Motion passed unanimously.

**3. PUBLIC COMMENT – Including Items not on Agenda:** There was no public comment for items other than as noted below under Application for Funds.

**A. Applications for Funds:** The Commission agreed to go through the applications and presentations one at a time and approve or disapprove funding without specifying the amount of funding until after all presentations were made. Commissioner Slinden submitted her comments on each application via email prior to the meeting, and Port Manager Ed Field read those into the Minutes for the record.

**1. Celebrate America – Porta-Potty Sponsorship at Freeland Park (direct billing)**

**(EXHIBIT B):** Ed explained that since this event takes place at one of the Port's sites, providing porta-pottys is basically preventative maintenance, so Commissioner Slinden suggested the expense should be carried under Freeland Park – Maintenance expense and not as an Application for Funds. The Commission agreed and approved to pay the expense when billed (estimated cost of \$775.00).

**2. Choochokam Arts – Festival Promotion:** Sherry Mays, Executive Director of the Langley Chamber of Commerce, was on hand to request funding in the amount of \$4,000 for Choochokam Arts Festival, as per the Application For Funds previously submitted **(EXHIBIT C)**. Mays said Choochokam is a wonderful community event in its 34<sup>th</sup> year and draws between 12,000 and 16,000 people. Commissioner Seitle said it is a true tourism/economic development type of activity.

**ACTION:** A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve the Choochokam Arts' request for support.

Ed said Commissioner Slinden had provided a list of amounts for each of the applications she was in favor of approving, with the intention of holding to the Port's 2009 budget that allocates a total of \$7,500 for Trade Fair/Sponsorship. She recommended approving \$1,000 for Choochokam. Commissioner Seitle noted that the total amounts requested exceeded the budgeted amounts for Trade Fair/Sponsorship (\$7,500) and Tourism and Business Development (\$7,500) by about \$5,000, so the Commission will have to make adjustments if all the requests are approved. He was impressed that other organizations are contributing a total of \$7,000 for Choochokam, so he felt their \$4,000 request should not be adjusted.

Commissioner Tapert suggested they consider each application, vote "yea" or "nay" on each, and then come back and determine the amount to be provided to each approved request. Commissioner Seitle agreed.

**Commissioner Tapert called for a vote on the Motion, and the Motion to approve the request for funding of Choochokam (funding amount to be determined) passed unanimously.**

3. Langley Chamber of Commerce – South Whidbey Trade Fair (EXHIBIT D): Mays was on hand to request funding in the amount of \$5,000 for the South Whidbey Trade Fair. She explained that the Trade Fair would serve to champion and help small businesses on South Whidbey. They are working with the Clinton Chamber of Commerce and the Island County Fair and others. Commissioner Seitle noted that the Port was the original sponsor of the Uniquely Whidbey Trade Fair.

**ACTION:** A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve the request for funding of the South Whidbey Trade Fair (funding amount to be determined). The Motion passed unanimously.

Ed reported Commissioner Slinden was strongly in favor of supporting the Trade Fair with nearly full funding recommended.

4. Langley Chamber of Commerce – Langley Beautification Project (EXHIBIT E): Fred Lundahl, President of the Langley Chamber of Commerce, was on hand to request funding in the amount of \$3,600 for the Langley Beautification Project. Lundahl explained that the money would be used for the hardware, etc. to hang flower baskets throughout Langley, including the marina and possibly out on the dock. Harbormaster Rick Brewer said the flower baskets would be fine along Wharf St. and up to the dock, but due to weather concerns, he recommended against placing any on the dock. Commissioner Seitle said it's a beautiful idea, but it should be funded by the City of Langley and civic organizations within Langley.

**ACTION:** A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to reject the request for funding of the Langley Beautification Project.

Commissioner Slinden's email suggested that the Port pay for the baskets on the 4 power poles on Wharf Street only (estimated cost of \$500). In response to Commissioner Tapert's concern about purchasing durable goods, Ed explained that Port Accountant Chuck Edwards didn't feel any of tonight's requests were capital funding expenditure items – the baskets would be an administrative expenditure.

**Commissioner Tapert called for a vote. Commissioner Seitle voted in favor of the Motion, and Commissioner Tapert voted against the Motion, resulting in a tie.**

5. Open Studio Tour – Off-Island Advertising (EXHIBIT F): Sue Taves, Chair of the Open Studio Tour, was on hand to request funding in the amount of \$2,500 for off-island advertising for the Open Studio Tour. She thanked the Port for their previous support and explained that last year they had obtained a lot more sponsorship to try to increase visibility of the event. They raised \$8,000 in sponsorship and another \$6,500 in advertising. They also raised money through artists' application fees and ticket sales to the event. This year, Whidbey Telecom has granted a \$5,000 sponsorship. The artists from the Tour in 2008 reported sales of \$78,000, so that is direct economic impact on the community.

**ACTION:** A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve the request for funding of off-island advertising for the Open Studio Tour (funding amount to be determined).

Ed noted that Commissioner Slinden indicated she was in favor of approving the request for funding.

**Commissioner Tapert called for a vote, and the Motion passed unanimously.**

6. Whidbey Farm Tour – Brochure Printing (EXHIBIT G): Judy Feldman and Karen Krug of the Whidbey Island Farm Tour Committee were on hand to request funding in the amount of \$1,000 for brochure printing for this year's tour. They presented the Port with a framed copy of last year's painting that was auctioned off in thanks for the Port's previous support. Feldman noted the Tour is requesting less money from the Port this year. They believe the Tour meets the Port's strategic plan in many ways – it provides economic development for the small businesses known as farms on the Island, provides agri-tourism support by bringing off-island visitors to lots of other small businesses in addition to the farms (restaurants, stores, bed and breakfasts, etc), provides recreational outlets for people (including families), and provides education about protecting our environment as well. Feldman reported that over 3,000 people visited the farms on the Tour last year. This year, they have received in-kind support equivalent to \$5,000-\$10,000) donated from Washington State University–Extension and the Whidbey Island Conservation District. Commissioner Seitle said he liked the ratio of support between the request to the Port and the other sponsors, and it is a really valid and very important event for the local economy.

**ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve the request for funding of brochure printing for the Whidbey Island Farm Tour (funding amount to be determined).**

Ed reported that Commissioner Slinden indicated she was in favor of funding the Tour.

**The Motion passed unanimously.**

7. Clinton Progressive Association – Refrigerator (EXHIBIT H): Brian Keeler of the Clinton Progressive Association was on hand to request funding in the amount of \$800 for the purchase of a refrigerator for the Clinton Community Hall.

Commissioner Tapert asked if the Port Accountant had an opinion, and Ed explained that Chuck was not comfortable calling it anything but an administrative expenditure – it is not durable enough and since it is not for the Port, does not qualify as a capital funding expenditure. Commissioner Slinden's email indicated she was opposed to funding the purchase of the refrigerator.

**ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to reject the request for funding of the refrigerator purchase for the Clinton Progressive Association. The Motion passed unanimously.**

8. Clinton Progressive Association – Promotion for Environmental Forum (EXHIBIT I): Carol Flax of the Clinton Progressive Association was on hand to request funding in the amount of \$600 for the promotion of an Environmental Forum on April 4, 2009. She explained their group is working with the Puget Sound Partnership, People for Puget Sound, and the Institute for Children's Environmental Health.

Commissioner Seitle noted that the Port's support for this type of activity has primarily been through the Island County Marine Resources Committee, and wasn't sure how this request would fit in. Commissioner Tapert referred to the Port's Comprehensive Plan and the 3-legged stool of economic development, recreational, and environmental areas. Although the Forum may not generate much economic development activity, it is an

environmental awareness program that is consistent with the Port's mission in the Comp Plan.

**ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve the Clinton Progressive Association's request for funding the promotion of the Environmental Forum (funding amount to be determined). The Motion passed unanimously.**

Since the Port had previously been promised a free meeting at the Clinton Community Hall, Commissioner Slinden's suggestion was to instead apply that credit to the funding for the promotion of the event.

9. Clinton Chamber of Commerce – Highway Beautification (EXHIBIT J): Sherryl Christie-Bierschenk was on hand to request funding in the amount of \$1,568 for the highway beautification in Clinton. She explained that Clinton is the gateway to South Whidbey, and the Chamber is trying to contribute to "traffic calming" as well encourage visitors to stop in Clinton and visit Clinton businesses. They propose placing 21 flower baskets on 7 poles leading up from the ferry and into Clinton.

Commissioner Slinden's email indicated she supported the Chamber's request because it would improve the gateway to Whidbey Island and benefit the entire Port district, conditioned upon some other organization for maintenance of the baskets.

**ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert reject the Clinton Chamber of Commerce's request for funding of the highway beautification project. The Motion passed unanimously.**

**Commission Discussion:** Commissioner Tapert noted that in the past, the Port provided up to \$5,000 for the funding of the Uniquely Whidbey Trade Fair through the Economic Development Council (EDC). Later, the annual amount was reduced to \$1,000 for funding to the EDC and \$500 for membership, but as of 2008 the EDC no longer charges for membership. The proposed South Whidbey Trade Fair will benefit local businesses in the Port district and keep taxpayers' money local, so Commissioner Tapert said he is strongly in favor of the Port providing sponsorship funding for the Fair.

Commissioner Seitle said in order to stay within the budget, the Commission would have to cut about \$5,700 from the amounts requested. He explained he looks at the ratios of sponsorships and favors providing funding to groups where there is a large participation by other organizations. He made the following recommendations for funding:

- Choochokam: \$4,000 (full amount requested)
- Trade Fair: \$4,000 (\$1,000 less than requested)
- Langley Beautification: \$0 (\$3,600 requested)
- Open Studio Tour: \$2,000 (\$500 less than requested)
- Whidbey Farm Tour: \$1,000 (full amount requested)
- Clinton Prog (Refrig.) \$0 (\$800 requested)
- Clinton Prog (Forum) \$0 (\$600 requested)
- Clinton Beautification: \$0 (\$1,568 requested)

The total for Commissioner Seitle's recommended funding was \$11,000 (\$3,500 above budget.)

Commissioner Tapert said he was in favor of funding \$600 for the Clinton Progressive Association's promotion of the Environmental Forum, and said his recommended total for funding was \$8,600 (\$1,100 above budget).

Commissioner Slinden's recommendations totaling \$7,500 were:

- Choochokam: \$1,000 (\$3,000 less than requested)
- Trade Fair: \$4,500 (\$500 less than requested)
- Open Studio Tour: \$1,000 (\$1,500 less than requested)
- Whidbey Farm Tour: \$1,000 (full amount requested)
- Clinton Prog (Refrig.) \$0 (\$800 requested)
- Clinton Prog (Forum) \$0 (\$600 requested)
- Clinton Beautification: \$0 (\$1,568 requested)

She was also in favor of providing \$500 for Wharf St. planters if they could be considered under the capital funding budget.

**ACTION:** A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve funding for the requests as follows (total of \$7,500):

- **Choochokam:** \$1,000
- **Trade Fair:** \$4,000
- **Langley Beautification:** \$0
- **Open Studio Tour:** \$1,000
- **Whidbey Farm Tour:** \$1,000
- **Clinton Prog (Refrig.)** \$0
- **Clinton Prog (Forum)** \$500
- **Clinton Beautification:** \$0

The Motion passed unanimously.

#### **4. ACCOUNTANT REPORT:**

**A. Financial Statement:** The Commissioners acknowledged the January 2009 Financial Statement, which had been mailed to them previously (**EXHIBIT K**).

#### **5. PROJECT ACTION ISSUES:**

##### **A. Whidbey Airpark:**

1. **Compliance Report – Discussion of Draft Report:** David Ketchum of Airside, Inc. was on hand to answer questions regarding his draft report and provided an update (**EXHIBIT L**). Commissioner Seitle commended Ketchum for the nice job he did on the study. He said that the Whidbey Airpark is for sale at \$1.2 million, and although the Federal Aviation Administration (FAA) may fund the acquisition, the Port would have to commit to improving the facility and Commission Seitle doesn't think the Port can afford that. Commissioner Tapert questioned Ketchum about the acquisition process – the Port has no cash that is not already spoken for, and a fairly low tax rate compared to other ports. He asked Ketchum to expand on potential funding sources for acquisition. Ketchum explained that if the Port determined it wanted to move forward, that would not commit the Port to



anything at that stage. The first step in the process would be to indicate to the Washington State Department of Transportation (WSDOT) and the FAA that the Port is interested. Next there would be a meeting with the FAA, WSDOT and the Port to revisit the available options within the plan to come up with a preferred option (still no commitment by the Port at this stage). After that, if the FAA and the State Aviation Division were in favor of the project, they would most likely provide 97.5% of the funding for another environmental assessment (including public process). The next step would be to complete a formal airport layout plan (Master Plan), and the State and FAA would again most likely fund that at a rate of 97.5%. If the Port wanted to continue at that point, the FAA and the State would be the majority players in terms of any property purchases. Ketchum explained that it is not unusual at that point for the State and FAA to provide 97.5% of the funding for property purchases. The Whidbey Airpark is already on the National Plan of Integrated Airport Systems (NPIAS), and since there is no public airport within a reasonable distance, their interest is piqued. Ketcham explained that there is no commitment to buy property until after the environmental assessment and master plan have been completed.

Commissioner Tapert asked Ketchum for a ball park estimate to complete the environmental assessment and the master plan and was told it would be \$60,000-\$70,000. The Port's estimated portion would be approximately \$3,000. Ketchum said there are 3 different ways to commit with the FAA: 1) planning (environmental assessment or master plan), 2) property purchase and 3) capital improvements. He explained that the planning portion doesn't generate "grant assurances" from the FAA, so it does not commit the Port to anything. If the Port were to take money for property purchase or capital improvements at the airpark, that's when grant assurances are signed. In his view, grant assurances are almost totally 100% protective of the Port's interests or the Port's sponsors' interest. Ketchum noted that unless the airpark gets developed a lot further than he outlined in his plan, commercial air service in terms of scheduled flights is unlikely.

In consideration of all the current activities in the Port, including the newly transferred marina, Commissioner Seitle said it would not be wise to go any further with the airpark. Commissioner Tapert disagreed and said he was in favor of going forward if the Port can get State and Federal funding to pay for the majority of planning. Preserving the airstrip is necessary to preserve the potential for industrial development in the area, which is the only area in the Port district that is zoned for industrial activity. Commissioner Tapert is not in favor of expanding the airpark, but he views it as a strategic resource that should be preserved as an essential public facility. Commissioner Seitle said he would agree to do the planning as a placeholder for retaining a valuable industrial development opportunity around the facility.

Commissioner Tapert said he wrote the grant to WSDOT Aviation Division for the study that Airside conducted, and he wouldn't mind doing that again for the next step if the other Commissioners had no objection. Ed noted that the next step would be to have "a meet and greet" with the FAA and WSDOT Aviation, and Ketchum said he would volunteer his time to attend and facilitate that meeting. The Port would tell the FAA and State they want to go forward with at least the planning phase, and make sure the FAA says there is no commitment to funds nor to build.

Port Financial Manager Dane Anderson asked if the funding available for property acquisition include the property around the airpark or just for the airstrip. Ketcham said the FAA wants a preferred alternative to be identified early in the process, and would provide funding for purchase of properties around the airpark if they were identified as part of that

preferred alternative. He explained the FAA wants a clear definition of an airport's boundaries - the FAA doesn't like "through the fence" operations. He noted the current airpark is the "poster child of through the fence operations" with the nearby hangars, etc. Ketchum explained that a lot of airports have economic development activities on their facilities within their boundaries, and those activities aren't necessarily aviation-related. That's fine as long as the revenues from those activities go to the airport and there is no diversion from the facility to other uses.

Regarding charter and business flights and the commercial property around the airport, Jeff VanDerford of the South Whidbey Record asked if the FAA and WSDOT provides up to 97.5% of the funding, if a commercial entity wants to come in and use the airport that the FAA has essentially paid for, can the Port tell them "no"? Ketchum said the Port can tell them no if there is an operational reason (runway capacity, runway length, an unsafe condition, etc.). VanDerford asked if a commercial airline has aircraft that meet the requirements for the runway, etc., and they want to schedule daily flights at the airport and run a commercial operation, can the Port tell them "no"? Ketchum said the Port could not say no, but qualified that answer by explaining that the FAA's Federal airport certification regulation, Part 139, provides the criteria for airports that serve commercial scheduled service. If the Port doesn't want commercial scheduled service at the airport, then the Port would not certify the airport under Part 139.

Ketchum said he would be willing to assist with additional paperwork if the Commission decided to go forward to the next steps. Commissioner Tapert had no objection to Ketchum contacting the FAA and the State. Commissioner Seitle felt they should have another discussion with all three Commissioners present and said he is not opposed in principle to going through the planning phase, but the Commission should be of one mind to go ahead. At the Commission's request, Ketchum agreed he would come back for an additional meeting.

## **B. South Whidbey Harbor:**

### **1. Transfer Process:**

- a. **Title and Escrow Closing – Done!:** All documents have been signed and Dane said they should hear later this week from Jenny Barrett of Barrett Escrow that they have been recorded.
  
- b. **Department of Natural Resources (DNR) Aquatics Land Leases and Port Management Agreement (PMA) Status:** Dane reported the Port has had initial discussions with the DNR representative in charge of PMAs, and the DNR didn't see any problem with a large portion of the currently leased area being converted into a PMA. Work has started on the exhibits, as the key item in the whole process is getting an accurate survey of what area the Port wants under a PMA and what area of the uplands are under Port control. Ed explained they are working on getting a PMA for the existing marina, which would be easier than rewriting the lease. Commissioner Seitle noted that a PMA would also save the Port approximately \$10,000 per year in DNR lease payments. Dane said DNR has indicated that it is much easier to modify an existing PMA, as long as the Port has control and ownership of the uplands. He will meet with the surveyor tomorrow.
  
- c. **Washington State Recreation and Conservation Office (RCO) Transfer Process:** Ed reported that RCO's Myra Barker had emailed him that the amendments had been held up at their office, but were presented to the Deputy Director for signature today and

would be mailed immediately after they are signed to the City of Langley. Once the City has signed the amendments, they will then be forwarded to the Port for signature.

2. Expansion Project:

- a. Funding Status: Dane said none of the economic stimulus funding is going toward ports. He is working with the Department of Ecology on the solid waste stuff such as the removal of the tires, etc. for possible funding, but Dane said, "It's not looking pretty." The Port will have to generate more revenue
- b. Pre-Design Study – Update from Reid Middleton: Ed reported that Staff met with Reid Middleton on site for the inspection yesterday, and Harbormaster Rick Brewer provided additional information from his observations of wind and wave conditions and the breakwater. Ed and Dane will meet at Reid Middleton on Tuesday to discuss what they've come up with for draft placement of the breakwater and look at their cost issues, so Dane can then plug the information into his financial models. A design workshop with Reid Middleton is tentatively scheduled for Monday, March 23<sup>rd</sup>. In response to Commissioner Seitle's comments, Ed and Dane provided clarification of the scope of work assigned to Reid Middleton.

Commissioner Tapert noted that since the Port would be debt-servicing about half of the initial capital expenditure, the revenue side of things becomes even more important. If slip space can be maximized, the additional revenue could be used to repay the loan faster. Commissioner Seitle believed they could place the breakwater and provide access to it and remove the old Hein dock without going to debt financing.

Commissioner Tapert said the Port has to provide a 50% match for the Rural County Economic Development Fund (RCEDF) grant, and Commissioner Seitle said he wasn't aware of that fact. Dane verified it was part of the RCEDF application. Commissioner Tapert said his understanding is that all RCEDF money is disbursed at a 50% maximum match, and noted that Oak Harbor has not collected on some of the money because they haven't been able to come up with the match.

The Commission agreed to hold a Special Meeting in a design workshop format with Reid Middleton at 1:00 p.m. on March 23<sup>rd</sup> in the Port office.

- c. Ramp & Park Project – Shovel Ready +/-, On Hold: Ed explained that if the project doesn't receive any of the "shovel-ready" funds, it would be rolled into the bigger project, and the priorities for the components are being discussed. Commissioner Tapert asked about the Wharf St. plan, and Ed said the draft plan should be out in two weeks. He will forward it to Reid Middleton upon receipt.

3. Harbor Operations:

- a. Harbormaster Report (EXHIBIT M): Harbormaster Rick Brewer was on hand to answer any questions regarding the report previously submitted to the Commissioners. Rick said everything is going well, and reported that the fire main now runs the full length and is connected to the backflow preventer. He's working with the Fire Department to get some 1½" hose.

C. Clinton Beach, Fishing Pier, Dock and Parking Lot:

1. Dock – Rub Rail Replacement Project: Ed provided the Commission with the bid results from the opening on March 10, 2009 (EXHIBIT N). Coastal Soul Construction submitted the winning bid of \$5,081.58. Ed had budgeted \$5,000 for the job and asked the

Commission to approve the low bid so he could sign the contract to get the work done.

**ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to award the Clinton Dock Rub Rail Replacement project to Coastal Soul Construction (low bidder). The Motion passed unanimously.**

**D. Staff & Operations:**

1. Website Upgrade and Maintenance Solicitation Results: Dane said the Port received just two responses and they were wildly different in cost, scope, etc. Commissioner Seitle said his instinct was to “bite the bullet and go first class” with the \$6,500 bid on the website, rather than the less expensive option of a functional upgrade using Dane for routine maintenance/update of the site. Staff recommendation was to go with a major functional upgrade at this point (additional features, including webcam capability) that doesn’t have a big visual impact, and wait a year or two before “hitting on the visual side.”

Commissioner Tapert expressed concern that one of the bidders is a member of the Langley City Council and that could be considered a conflict of interest and a problem in perception of fairness. Commissioner Seitle was not concerned. The Commission agreed to table the discussion until the next meeting when all three Commissioners could discuss it.

2. Proposed Dry Storage Demand Study for Boat Ramp Users (EXHIBIT O): Dane referred the Commission to the draft Dry Storage Demand Study he had prepared, for consideration of one possible means to increase Port revenue in light of no grant funding being available. He developed a questionnaire to determine if there really is a demand for dry storage in the Port district. Commissioner Seitle asked if the Port has a list of all registered boat owners in the district, and was told it would be easy to obtain. Dane said the questionnaire could simply be handed out to boaters by the Harbormaster and the Bush Pt. and Possession Park Managers at the Port’s boat ramps. Commissioner Seitle told Dane he did a great job on the survey, and he would like to send it out to all registered boat owners on South Whidbey. Rick said he would be attending a Fishing Club meeting on March 19<sup>th</sup>, and recommended handing out the surveys there. Commissioner Tapert suggested that the survey could be available online as well. Ed said they could tweak the wording to clarify that the Port is only looking to see if there is a demand and has no intention of doing anything right now. Commissioner Tapert said the survey is a next good step and he is supportive of it, and Commissioner Seitle agreed.

3. Boat Launch Float Installation Dates:

- a. Possession floats to be launched on Saturday, April 11<sup>th</sup>.
- b. Bush Point floats to be launched on Monday, April 13<sup>th</sup>.

4. Additional Updates:

- a. Freeland Park: The emergency repair of the end dock has been completed and the new module has been installed by Greenbank Metalworks. Ed will schedule a meeting with Island County’s Interim Planning Director Keith Higman to discuss what’s going on with the Possession paperwork, and he will also take the opportunity to remind him that the maintenance of the Freeland dock is the County’s responsibility.
- b. Possession Park: Ed reported that the estimated cost for a “store bought” water fountain to be installed at the top of the Possession trail varied from several hundred to over a thousand dollars. Some of the Possession Shores’ homeowners have

volunteered to make it out of concrete/stone in the solid style like those in National Parks, and the Commissioners took no exception to that plan.

## **6. ACTIVITIES/INVOLVEMENT REPORTS:**

### **A. Economic Development Council (EDC):**

1. **Annual Member Meeting (EXHIBIT P):** Dane noted it is scheduled for March 26<sup>th</sup>.

**B. Council of Governments (COG):** Commissioner Seitle said there was a lot of activity at the last meeting, including a presentation by Sustainable Whidbey Coalition is a newly formed organization. He would not be surprised if the organization asks for financial help from the Port in the future. There was also a presentation regarding concurrence between Island County Public Works, the local Department of Transportation and the Washington State Ferries as required by state law. William Oakes, Island County Public Works Director, presented the County's "wish list" with respect to the American Recovery and Reinvestment Act, and Commissioner Seitle noted that Crawford Road was on the list, even though it was not included in the County's Six-Year Transportation Improvement Program.

**C. Skagit-Island Regional Transportation Planning Organization (RTPO):** Commissioner Seitle's COG report included RTPO activities.

**D. Marine Resources Committee (MRC):** In advance of this meeting, Commissioner Slinden provided Ed with the draft Minutes from the MRC's February 17, 2009, meeting (**EXHIBIT Q**).

### **E. Washington Public Ports Association (WPPA):**

1. **Legislative Port Day – March 24-25 in Olympia:** Commissioner Seitle said he might attend, but it would be difficult to manage since the Port has special meetings scheduled for March 23<sup>rd</sup> and March 25<sup>th</sup>.

**F. Community Trade & Economic Development (CTED):** Nothing new to report.

### **G. Holmes Harbor Shellfish Protection District (HHSPD):**

1. **Last meeting:** Thursday, February 26<sup>th</sup>, in Grigware Hall at Trinity Lutheran Church in Freeland from 5:00 p.m. – 6:30 p.m.

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

### **I. Center for Wooden Boats Cama Beach/Whidbey Summer Event (September 5, 2009):**

Nothing new to report.

## **7. OLD BUSINESS:**

**A. April Meeting Date:** Due to conflict with Spring Break, the Port's regular April meeting was changed to April 15<sup>th</sup> from April 8<sup>th</sup>, and the location changed to Grigware Hall at Trinity Lutheran Church since the Freeland Library was not available.

**8. NEW BUSINESS:**

**A. Solar Energy Proposal from Commissioner Tapert:** Commissioner Tapert reported that Walt Blackford of Puget Sound Energy (PSE) would provide a presentation at a COG meeting. PSE will be offering a \$20,000 Challenge Grant to try to double the amount of renewable energy installations within a year. Commissioner Tapert indicated he would like to postpone discussion of the solar energy proposal until the next regular meeting since Commissioner Slinden was absent.

**B. County-wide Parks Issues – Multiple emerging topics, including March 19<sup>th</sup> Coupeville meeting (EXHIBIT R):** Commissioner Tapert said he would attend the meeting.

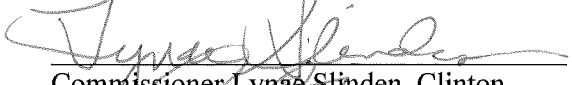
**C. Special Meeting to discuss South Whidbey Harbor Rates, Regulations & Policies:** The meeting was scheduled for Wednesday, March 25<sup>th</sup>, at 7:00 p.m. in Grigware Hall at Trinity Lutheran Church in Freeland. Rick, Dane and Ed are working on various parts and Ed intends to have a draft to the Commission by Friday, March 20<sup>th</sup>.


**9. ADJOURNMENT:**

The meeting was adjourned at 9:45 p.m.


Approved:

  
\_\_\_\_\_  
Commissioner Rolf Seitle, Langley

  
\_\_\_\_\_  
Commissioner Lynae Slinden, Clinton

  
\_\_\_\_\_  
Commissioner Geoff Tapert, Freeland

Minutes prepared by:

  
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Edwin S. Field, Port Manager

- Exhibit A: Voucher Listing
- Exhibit B: Application for Funds: Celebrate America – Porta Potty Sponsorship
- Exhibit C: Application for Funds: Choochokam Arts – Festival Promotion
- Exhibit D: Application for Funds: Langley Chamber of Commerce – South Whidbey Trade Fair
- Exhibit E: Application for Funds: Langley Chamber of Commerce – Langley Beautification Project
- Exhibit F: Application for Funds: Open Studio Tour – Off-Island Advertising
- Exhibit G: Application for Funds: Whidbey Farm Tour – Brochure Printing
- Exhibit H: Application for Funds: Clinton Progressive Association – Refrigerator
- Exhibit I: Application for Funds: Clinton Progressive Association – Promotion for Environmental Forum
- Exhibit J: Application for Funds: Clinton Chamber of Commerce – Highway Beautification
- Exhibit K: January 2009 Financial Statement
- Exhibit L: Airside, Inc. Update of 3/11/09
- Exhibit M: February 2009 Harbormaster Report
- Exhibit N: Bid Results for Clinton Dock Rub Rail Replacement
- Exhibit O: Draft Dry Storage Demand Study Survey
- Exhibit P: EDC Annual Member Meeting announcement
- Exhibit Q: Draft Minutes from MRC Meeting 2/17/09
- Exhibit R: 3/5/09 CWPRD Formation Committee Invitation