

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING
April 4, 2006

1. 7:15 PM – 7:30 PM Workshop
2. 7:30 PM - REGULAR MEETING
 - A. Call to Order
 - B. Pledge of Allegiance
3. CONSENT AGENDA
 - A. Minutes on file: Minutes from Regular Meeting of March 8, 2006, and Special Meeting of March 16, 2006
 - B. Vouchers on file: Vouchers #2603 through #2629 in the total amount of \$156,401.54.
 - C. Pending Invoices: Due to the early date for the April Meeting, it is acknowledged that some regular or monthly invoices (such as utility bills) may not yet have been received. To ensure timely payment, vouchers for any such invoices will be signed and processed on April 19 to allow for warrant issuance by April 28. These additional vouchers will be formally recorded as part of the May Meeting.
4. ACCOUNTANT REPORT
 - A. February 2006 Financial Statement
5. PUBLIC COMMENT – Items not on Agenda.
 - A.
6. PROJECT ACTION ISSUES - Staff Report, Public Comment, Commissioner's Discussion
 - A. Possession Beach
 1. Storm Damage Repair & Cleveland Trail Maintenance: Update from Earthcorps
 2. Wastewater System: Davido proposal for System Upgrade Design, Permitting and Maintenance Manual preparation
 - B. Clinton Beach, Pier & Dock, Parking Lot
 1. Construction Update
 2. Additional Services Proposal from Berger/Taproot
 - C. Bush Point
 1. Construction Update
 2. Major Maintenance Update
 3. Finalization of Manager/Caretaker Job Description and Compensation
 - D. Langley
 1. Possible Fuel Facility: Technical & Economic Feasibility Study Proposal from Reid-Middleton

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)
- D. Marine Resources Committee (MRC)
- E. Washington Public Ports Association (WPPA)

8. OLD BUSINESS

- A. Website Development: Update on progress

9. NEW BUSINESS

- A. Freeland Harborside Festival: Notice of Sponsorship Cancellation from Freeland Chamber of Commerce
- B. Clinton Days Celebration: Application Funds for Sponsorship

10. EXECUTIVE SESSION

11. ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

April 4, 2006

Freeland, Washington

Present at the meeting were:

Commissioner Lynae Slinden, Clinton
Commissioner Rolf Seitle, Langley
Commissioner Geoff Tapert, Freeland
Ed Field, Port Manager
Amber O'Brien, Port Clerk

Jeff Van Derford, South Whidbey Record
Walt Blackford, City of Langley
Brenda Cole, Clinton Resident
Bonnie McKee, Greenbank Resident
Rene Schlagen, Clinton Resident

Absent: None

1. MEETING CALL TO ORDER:

Following a Workshop session from 7:15 to 7:30 pm, the regular meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on April 4, 2006, at the Freeland Library conference room, 5495 S. Harbor Avenue, 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 Regular Meeting of March 8, 2006, and the Special Meeting of March 16, 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 Slinden to accept the Consent Agenda, including authorization of voucher numbers #2603 - #2629 for a total amount of \$156,401.54. The motion passed unanimously.

3. Pending Invoices: Due to the early date for the April Meeting, it was acknowledged that some regular or monthly invoices (such as utility bills) may not yet have been received. To ensure timely payment, the Commissioners agreed that vouchers for any such invoices will be signed and processed on April 19 (following Port Manager and Port Accountant review) to allow for warrant issuance by April 28, with these additional vouchers to then be formally recorded as part of the May Meeting

3. ACCOUNTANT REPORT:

- A. Financial Statements:** The Commissioners accepted the February 2006 Financial Statement (**EXHIBIT B**).

4. NON-AGENDA ITEMS / PUBLIC PRESENTATIONS:

There were no public presentations on non-Agenda items.

5. PROJECT ACTION ISSUES:

A. Langley:

1. **Possible Fuel Facility:** Port Manager Ed Field reported that Commissioner Slinden had requested that he contact Reid Middleton for an updated version of their proposal submitted last year for a full technical and economic feasibility study of a fuel facility at Langley Harbor. Ed had previously transmitted the updated proposal to each of the Commissioners for review. (**EXHIBIT C**). Under the proposal, Reid-Middleton (a prominent regional marine planning and engineering firm) and BST Associates (consultant for marine economic studies) addressed a range of possible facility scenarios including a fixed pier and a floating facility, such as a modified barge or surplus floating-bridge section. This study would provide the Port with solid data upon which to judge the feasibility of establishing a fuel facility and should also provide sufficient engineering, design and economic background to enable the Port to start the pursuit of potential funding sources such as grants and Rural County Economic Development funds. Ed strongly recommended that the Commissioners approve the proposal, as it would give the Port solid information with which to determine the feasibility of proceeding and starting the pursuit of supplemental funding. Commissioner Seitle was concerned with discussions between Commissioner Slinden and City of Langley Mayor Neil Colburn without input from the Commission regarding the feasibility of a fuel dock at the Langley Harbor. Commissioner Seitle was also concerned with the cost involved and indicated that he did not want to spend Port money on a feasibility study until the Port had an underlying agreement with the City of Langley that the fuel dock would belong to the Port. Commissioner Tapert asked if the proposal could be modified to include a feasibility study of a full marina as envisioned in the 2004 Master Plan for Langley Boat Harbor & Environs. Commissioner Slinden said that she considered the next logical step for the Port to be the fuel dock feasibility study, since there has been general concurrence from Port and City that there is a need for marine fuel availability at Langley harbor. She noted that it would seem to be much more expensive for a full marina feasibility study. Commissioner Seitle recommended asking BST Associates what would make sense for Langley Harbor from an economic and marketing point of view, and he recommended that Reid Middleton's proposal be approved with the condition that it would be amended to include the overall marina expansion and economic viability with an expanded scope of work. Seitle recommended that the scope be revised to include an economic and marketing analysis of Langley Harbor based on existing constraints. Ed said he would talk to Nicole Faghin about the expanded scope.

ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to approve Reid-Middleton's proposal with the condition that it would be amended to include the overall marina expansion and economic viability with an expanded scope of work. The motion passed unanimously.

B. Bush Point:

1. Finalization of Manager/Caretaker Job Description and Compensation: Bonnie McKee was on hand to express her interest in the Bush Point Manager/Caretaker position. She said she was also interested in renting the Bush Point residence. Ed said that he had continued to work on fine-tuning the job responsibilities and compensation for a light duty Caretaker/Manager position at Bush Point. He said he had been working to determine a reasonable compensation for the duties, while keeping that compensation consistent with the Port's similar situation at Possession. He noted that he had revised the Facility Task List for 2006 to reflect the Commission's decision to establish this as a light duty position (**EXHIBIT D**) and then started salary calculations using a rate of \$10-\$12 per hour. For light-duty work at Bush Pt alone, he said that this would result in the rent exceeding the compensation, and it does not seem likely that the Port would find any good candidates that would pay the Port to work at Bush Point if they choose to live in the residence. Ed then included an 8-hour block of time to cover four brief trips to Clinton Beach each week, for drive-by monitoring. He noted that he and Slinden also planned to monitor the Park. He said this provided enough hours to justify paying \$100 above rent. Ed noted that he had worked to demonstrate some consistency between the two Port manager/caretaker positions. Currently Art Pratt, Possession Point Caretaker/Manager earns \$833/month in pre-tax salary in addition to his housing valued at about \$1,500/month. The housing at Bush Point is valued at about \$900/month. Ed recommended that the Commission consider posting the position of Bush Point Manager/Caretaker, including specific duties and time at Clinton Beach, with a monthly net of \$100, based on a monthly salary of \$900 and a reduced monthly rental rate of \$800 as presented in the draft Bush Point Caretaker/Manager application he had prepared. (**EXHIBIT E**). Ed said that it was hard to make the math work out and compare appropriately to the Possession position, but said he felt strongly that the Manager/Caretaker would be a better employee if he/she is at least receiving a real paycheck each month. Ed stated that would like guidance from the Commission as to whether they want to set up an agreement with the Bush Point Manager/Caretaker similar to Art's, or if they would like to rewrite the Seattle Parks agreement (Provided by Terri Arnold) for this new position. The approximate hiring timeline was included in the job description, and Ed said that the Port could advertise the position in the South Whidbey Record by Saturday, April 8, 2006 based on the final direction of the Commission. Commissioner Tapert said he still did not like the idea of having the Bush Point Manager/Caretaker traveling to Clinton. Commissioner Seitle suggested that the Manager/Caretaker could be a full-time assistant to Ed. He also said the Commission should consider benefits for the position. Commissioner Tapert suggested the Port hire a Bush Point Manager/Caretaker for an initial one-year appointment. Upon the completion of one year, he said the job description and compensation for the position could be re-evaluated for possible adjustment, and this would give the Port the opportunity to change the job responsibilities and/or compensation package if needed at the end of the one-year period.

ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Tapert to approve the Manager/Caretaker proposal at \$900/ month with the stipulation that upon completion of one year, the job description and compensation for this position will be re-evaluated by the Port for possible adjustment. Job responsibilities may be changed in consideration of facility operational requirements, and Manager/Caretaker occupancy in the Port's residence will be

conditional on acceptance of adjusted job responsibilities and/or compensation. The motion passed unanimously.

2. Construction Update: (Re-ordered for clarity) Ed reported that the Phase 2 contractor, Award Construction, Inc. (ACI), mobilized in February and started site clearing, but has pulled off because of problems with wet conditions and leaking/undocumented waterlines in the parking lot as well as problems with their own septic subcontractor. Ed reported from Kristen Kuykendall/WDFW that they will be restarting on Thursday 4/6/06 to identify and relocate existing waterlines into Dennis Keefe's 10'-wide legal easement. It appears that all waterlines will now be located by trenching a cut off drain across the uphill property line in front of the well house, and then all of the waterlines will be properly re-installed, tested and marked with utility tape within the 10' easement that belongs to Dennis Keefe directly in front of the well house. WDFW plans to make sure that all waterlines are discovered during the cut-off drain trenching, then they will have their inspector on-site to ensure proper re-installation as well as full documentation of as-built locations. The WDFW expectation is that the proper installation of all possible leaking waterlines and the installation of new cut-off drains will cause the parking lot to dry up for proper paving. Since there is not a lot more they can do without major expense, if these measures do not work, they will revisit the possibility of leaving it a gravel lot, rather than wasting money on paving over soft wet soil. The Commissioners took no exception to this approach.
3. Major Maintenance Update: Ed reported that he had contacted Art Burke of South Whidbey Parks and Recreation as directed regarding P&R's interest in contracting with the Port to provide a mowing and landscaping service for Possession Park and/or Clinton Beach. He said that Burke advised him that all P&R facilities are currently at one site and so there is no capability or need to transport the equipment over the roads. (However, Burke did suggest that he and Ed meet to address possible P&R use of Port facilities, which Ed said that he will pursue - when he gets them built!). Therefore, Ed recommended that the Port proceed to final agreement with Island County Parks for the use of their facility service and landscape crews, which they have already expressed interest in utilizing at Bush Pt. The Commissioners agreed that Ed should contact Terri Arnold and proceed to be ready for public usage at Bush Pt. Ed said that he would try to get a proposal for review at the May meeting.

C. Possession Beach:

1. Storm Drainage Repair & Cleveland Trail Maintenance: Ed reported that he had met on-site with Bill Brosseau, Field Operations Director of EarthCorps, which is a Seattle-based international conservation organization with a mission to "Build global community through local environmental service." The organization has up to 65 young adults working in supervised crews of 5-6 persons conducting projects such as the maintenance needed at Possession, with both local workers as well as representatives from around the world who are training and gaining experience in different countries. Ed and Art Pratt reviewed the work to be done at Possession with Bill, and he responded that the scope, type and location of the work was well aligned with their program, but his schedule is already filling up. Ed said that Bill reported an available crew only for the week immediately before Memorial Day, which is later than hoped. However, Bill indicated to Ed that he and his crew were enthusiastic about a project in a beautiful setting like Possession, and because of the travel time from their Seattle base, he suggested the possibility of the crew camping out at Possession for the approximate week of work. The Commissioners agreed to waive the no-camping policy at

Possession for the EarthCorps crew, but cautioned that they should minimize their visibility to the neighbors.

2. Waste Water System Evaluation: Ed reported that he and Art had reviewed the existing septic system at Possession with Rob Halbauer of Davido Consulting who then submitted a proposal for the septic system evaluation, design and permitting coordination, followed by with preparation of a new Operations & Maintenance (O&M) Manual (**EXHIBIT F**). Ed said that Davido was also the Port's consultant for the Clinton Beach facility, and he has already discussed an O&M manual for that facility as well. Depending on the documentation provided upon completion of the new Bush Pt facility, Ed noted that undertaking a similar program for all three facilities should allow for efficient operations. The Port could review the annual O&M tasks for all of the Port's wastewater systems, and determine what should be done by the individual park managers, and what could be packaged up for an annual contract for major O&M for all Port systems, which should improve maintenance consistency and reliability as well as simplify the management reporting. Ed said that while the Davido proposal is within his level of authority to approve, he wanted to give the Commission a chance to review the proposal and provide comments. The Commissioners agreed that the proposal from Davido Consulting seemed reasonable. Ed said he would authorize Davido to proceed, and would make sure there are good O&M Manuals for both Possession and Clinton Beach.

D. Clinton Beach, Pier & Dock, Parking Lot:

1. Construction Update: Ed said that his review of work to date validates the contractor's March billing to 52% of the current contract amount (not including Change Order #7 for electrical materials signed during the preceding workshop), while approximately 71% of the contract time has been expended. The major progress in the past month was for the buildings, with concrete placement completed for all foundations for the three new structures, the trellis columns and the bathroom walls. Ed noted that structure delivery and assembly is starting and that major progress is needed in the coming month – while the project can certainly still be substantially completed by Memorial Day, the contractor will need to increase staffing and work levels, which Ed noted he has been *strongly* encouraging. Ed asked for Commissioner input on the issue of paving the concrete wheelpaths for Hunziker Lane. Given the existing fencing and other neighbor property (Julie Bean) along the north boundary, Ed said that it will not be possible to complete the wheelpaths all the way to the property line without major impact on Bean. The Commissioners directed that the concrete wheelpaths be terminated about 30' short of the property line and good gravel surfacing be continued for the reminder, as this will allow access to be maintained without adverse impact on Bean's property.
2. Berger/Taproot: Ed reminded the Commissioners that, at last months meeting, he had distributed to them the Additional Services Request from Berger / Taproot for the Clinton Beach project (**EXHIBIT G**). He noted that their request included \$5,500 to cover the redesign impacts from the various survey problems experienced, and up to \$10,200 for the additional time needed over the course of construction to "assist" this contractor in doing their job well. Ed said that the request seemed very reasonable and appropriate in light of both the early (and recurrent) survey problems as well as the critical need for extra effort to support this contractor. Both designers have been very responsive, and Ed strongly recommended that the Commission approve their request. The Commission concurred and approved Berger / Taproot's Additional Services Request.

6. ACTIVITIES/INVOLVEMENT REPORTS:

- A. Economic Development Council (EDC):** No update.
- B. Council Of Governments (COG):** Commissioner Slinden reported that the COG will be considering two applications for the 0.08% Rural County Economic Development funds at its next meeting: an Oak Harbor project and Langley's proposed Wharf Street improvements. She also noted that she had discussed the possibility of having the EDC work for or with the Port during the economic development phases of the upcoming Comp Plan process.
- C. Regional Transportation Planning Organization (RTPO):** No recent meeting to report.
- D. Marine Resources Committee (MRC):** Commissioner Seitle noted that recent discussions at the MRC have centered on continuing efforts to maintain the funding for the Georgia Straits initiative. He also noted that the MRC is making progress on preparation of large educational panels, although he did not have specific detail or schedule information.
- E. Washington Public Ports Association (WPPA):** No Update.

7. OLD BUSINESS:

- A. Website Development:** The Port website is now up and running in very basic configuration. Ed said he would continue to work with webmaster Bruce Brereton to improve the website. The May 10 regular Meeting at 7:30 pm at the Freeland Library Conference Room was confirmed and will be posted.

8. NEW BUSINESS:

- A. Freeland Harborside Festival:** Ed said that he had received a letter from the Freeland Chamber of Commerce. **(EXHIBIT H)**. The letter said that due to escalating costs of producing the Harborside Festival, they would be unable to supply the community with the festival in the year 2006.
- B. Clinton Days Celebration:** Brenda Cole and Rene Schlangen were on hand to discuss the Application for Funds submitted by the Langley South Whidbey Chamber of Commerce. **(EXHIBIT I)** The application requested a \$5,000 sponsorship from the Port to help support the Clinton Days Celebration planned for the Memorial Day weekend. They advised the Port that for such an amount, they would take responsibility for coordinating, setting up and running the grand opening ceremony at Clinton Beach Park. Commissioner Seitle asked what other sponsors were participating in the festival, and it was noted that Whidbey Island Bank and others were listed in the Application. Cole said that along with donations, they would be selling T-Shirts and calendars, and they planned to rent out booths to help generate income to pay for the live entertainment. She said many local businesses had also offered support including the Market Place who donated matching advertising in their paper, the local banks that have offered their parking lots for booth space, Beverly Graham who will donate her time and equipment for the live entertainment, and Boomerang Korner has offered to make posters for the festival.

ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Tapert to approve the Application for Funds submitted by the Langley/South Whidbey Chamber for a \$5,000 sponsorship from the Port to help support the Clinton Days Celebration planned for the Memorial Day weekend. The motion passed unanimously.

C. Sister Port: Commissioner Tapert suggested the possibility of the Port having a "Sister Port." He said that various other Ports have sister Ports often from different countries. A sister Port could offer the Port of South Whidbey a cultured exchange of similar interests. Tapert suggested looking into the Port of Escondido, Mexico.

9. EXECUTIVE SESSION:


There was no Executive Session. Commissioner Tapert requested that an Executive Session be held following the next Port meeting on May 10, 2006.

10. ADJOURNMENT:

ACTION: A motion was made by Commissioner Seitle and seconded by Commissioner Tapert that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:15 p.m.

Approved:



Commissioner Lynae Slinden, Clinton



Commissioner Rolf Seitle, Langley



Commissioner Geoff Tapert, Freeland

Minutes prepared by:



Edwin S. Field, Port Manager

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| Exhibit A: | Voucher Listing |
| Exhibit B: | February 2006 Financial Statement |
| Exhibit C: | "Langley Boat Harbor Fuel Float Study" proposal Reid Middleton, dated 3/28/06 |
| Exhibit D: | Port of South Whidbey: Facility Task List for 2006, updated 3/30/06 |
| Exhibit E: | Manager/Caretaker Bush Pt Public Boat Launch w/ add'l duties at Clinton Beach, 3/30/06 draft |
| Exhibit F: | "Wastewater System Services" proposal Davido, dated 3/27/06 |
| Exhibit G: | Additional Services Request, Berger / Taproot, dated March 7, 2006 |
| Exhibit H: | Freeland Chamber of Commerce letter, dated 3/27/06 |
| Exhibit I: | Application for Funds for Clinton Days Sponsorship, dated 3/13/06 |