

**AGENDA**  
**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**REGULAR MEETING**

LOCATION: Freeland Library, Freeland

DATE: July 11, 2007

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 Regular Meeting of May 9, 2007.
  - 2. Vouchers: Vouchers # 3097 through # 3127 in the total amount of \$68,672.69 as signed today.

3. ACCOUNTANT REPORT:

- A. May 2007 Financial Statement (mailed earlier)

4. PUBLIC COMMENT – Including Items not on Agenda.

- A.

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

- A. Langley
  - 1. InterLocal Agreement: Planning for Resolution of Auditor issue
  - 2. Economic Development Planning: Proposal from BST Associates
  - 3. Breakwater: Detachment date now August 27-31, 2007
- B. Bush Pt. Boat Ramp
  - 1. Reconstruction Update
- C. Possession Beach Park
  - 1. Manager Hiring Update
  - 2. Storm Damage Reimbursement: The Sequel
- D. Freeland Park
  - 1. Request from Is. Co Parks for another Dog Station
- E. Dave Mackie / Maxwelton Park
  - 1. Restroom Reconstruction Update

6. COMPREHENSIVE PLAN ISSUES: Status and Schedule review, including finalization of Commissioner review process and determination of final adoption schedule.

7. ACTIVITIES/INVOLVEMENT REPORTS

- A. Economic Development Council (EDC)
- 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. Public Relations Seminar: August 17 at SeaTac Hilton
- F. Port Logo Contest: Recent Entry

8. OLD BUSINESS

- A.

9. NEW BUSINESS

- A. ~~Highway Clean-up ("Blue Wave") proposed to start and finish at Clinton Beach.~~ Event relocated to Deception area per 7/10/07 email from Diane Kendy

10. EXECUTIVE SESSION

11. ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

July 11, 2007

Freeland, Washington

**Present at the meeting were:**

Commissioner Lynae Slinden, Clinton  
Commissioner Rolf Seitle, Langley  
Commissioner Geoff Tapert, Freeland  
Ed Field, Port Manager  
Chuck Edwards, Port Accountant

Dennis Gregoire, Comp Scheme Facilitator  
Jeff VanderFord, South Whidbey Record  
Jim Recupero, Langley Resident

**Absent:** None

**1. MEETING CALL TO ORDER:**

Following a workshop session from 7:00 p.m. to 7:30 p.m., the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on July 11, 2007, at the Freeland Library Conference Room in Freeland, WA. Commissioner Tapert, President, called the 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 May 9, 2007.
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 Slinden and seconded by Commissioner Seitle to accept the Consent Agenda, including authorization of Vouchers #3097 - #3127 for a total amount of \$68,672.69. The Motion passed unanimously.**

**3. ACCOUNTANT REPORT:**

**A. Financial Statements: The Commissioners accepted the May 2007 Financial Statement which had been mailed to them previously (**EXHIBIT B**).**

#### 4. PUBLIC COMMENT:

There was no public comment other than as noted below on Agenda issues.

#### 5. PROJECT ACTION ISSUES:

##### A. Langley:

1. InterLocal Agreement - Resolution of Auditor Issue: Port Manager Ed Field noted that he had contacted Ms Jan Jutte, Director for Legal Affairs for the State Auditor's Office (SAO), to determine possible times at which the Board of Commissioners could meet with her to discuss her recent letter regarding the Port-City InterLocal Agreement (ILA) for transfer of the marina (**EXHIBIT C**). He said that a meeting in the early afternoon on Monday, July 16 seemed possible, and he asked who the Commissioners would want to have in attendance. Commissioner Seitle recommended that Mayor Colburn should attend, and probably Councilman Paul Samuelson (as the City's lead negotiator on the ILA) as well. Commissioner Slinden asked if property acquisition consultant Phil Pearl should also attend, and Commissioner Seitle commented on the difficulty in ascertaining realistic property values, as has been a challenge during the preceding three years of negotiations. Commissioner Slinden stated that all three Commissioners should attend, as well as the two City representatives and the press. Ed asked if he should try and schedule a site visit, and Commissioners Tapert and Slinden said it would be preferable if possible but not critical. Jeff VanderFord of the S. Whidbey Record asked the Commissioners if they had an understanding of whether the SAO has full knowledge of the extensive history behind the ILA. The Commissioners responded that they are confident that the two signatories (City and Port) have a good mutual understanding of the Agreement and underlying issues, but it is not known whether the SAO has enough information. Commissioner Tapert said that it is critical to make sure the SAO is provided with all the information needed so that an appropriate opinion can be issued, and he suggested that the Commission simply ask Ms Jutte what she needs at the meeting with her. The Commissioners concluded their discussion by confirming their availability for a meeting on Monday afternoon July 16, and asked Ed to see if the Library conference room is available. With respect to attendees, they agreed that Phil Pearl should be invited, and they asked Ed to also contact Port Attorney Al Hendricks if Ms Jutte indicates that she will be bringing a representative of the State Attorney General's office.
2. Economic Development Planning - Proposal from BST Associates: Ed referenced the proposal from BST Associates for evaluation of business opportunities for the Langley marina project (**EXHIBIT D**), and noted that he would be meeting with Paul Sorenson of BST Associates for a coordination meeting over lunch on Friday. Commissioner Seitle stated that he would also like to attend, which was agreeable to the other Commissioners. There was discussion about increasing the scope of the study, particularly to examine opportunities for dry-stack storage at other Port facilities, and Commissioner Tapert said he was in favor. The Commissioners debated the advantages and disadvantages of broadening the scope of the study.

**ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Seitle to approve the BST proposal and also expand the scope to include consideration of dry-stack storage opportunities at other Port facilities. The Motion passed unanimously.**

3. Breakwater: Ed stated that he had been notified earlier in the day that the latest date projection for disconnection of the breakwater floats from the Bremerton facility was in the period August 27-31, likely to be the 31<sup>st</sup>. After determining that the 31<sup>st</sup> was the Friday before Labor Day, Ed said he responded strongly to the Port of Bremerton that such a date could be very problematic for multiple reasons, ranging from travel & traffic problems for participating PoSW personnel to potential safety and expense complications for starting a major tow operation across shipping lanes at the start of the last major summer holiday. Ed said that Bremerton Marine Manager Steve Slaton concurred, and said he would work with his contractor to establish a more suitable schedule.

**B. Bush Point Boat Ramp:**

1. Reconstruction Update: Ed said that he had been notified by Kristen Kuykendall of WDFW that the WDFW reconstruction operation was scheduled to start on-site on Monday, July 16.

**C. Possession Beach Park:**

1. Manager Hiring Update: Ed reported that new managers Wayne & Laura Nance have assumed responsibility for the facility and started out very well in their positions. Ed noted that the July 4<sup>th</sup> holiday was very busy at the site, and he was very appreciative that Wayne & Laura were able to hit the ground running. He also recounted a story regarding Wayne's effective enforcement of the no-alcohol policy in the face of some fishermen's keg, and the subsequent problems those same fishermen experienced due to harvest of undersize crabs.
2. Storm Drainage Reimbursement - The Sequel: Ed reported that he had been unexpectedly notified by the Washington State Military Department Emergency Management Division that additional reimbursement was now available for the storm damage repair work at Possession Park caused by the winter 2006 storms. He said that another 12.5% reimbursement may be obtained, amounting to approximately \$990, upon completion of more paperwork. The Commissioners approved Ed's pursuit of the additional reimbursement as long as it did not require too much time for paperwork.

**D. Freeland Park:**

1. Additional Dog Waste Station: Ed said that Island County Parks Department personnel have installed the first dog waste station which the Port provided, and it is situated at the base of the grassy slope leading up to the Freeland Hall. He said that the Parks Dept. has asked if the Port could provide another station for them to install in the central park area, in order to maximize the effort to limit pet waste run-off problems within the heart of the new Shellfish Protection District area. The Commissioners approved Ed's recommendation to furnish another dog station for Parks to install.

**E. Maxwelton/Dave Mackie Park:**

1. Restroom Reconstruction Update: Ed said that Is. Co. Parks Interim Director Lee McFarland is working to get a final contract in place for the reconstruction of the Maxwelton Restroom. Commissioner Slinden noted that the Comp Scheme process had brought attention to the various traffic islands and wheel stops that were supposed to have been installed years ago by Parks at the site but were not yet done. Ed noted that water supply limitations had been cited as the reason why the landscape islands had not been built, since they could not be properly maintained with the current inadequate water supply, but Commissioner Slinden responded that the wheel stops to prevent damage to the perimeter fence should therefore be prioritized while the remaining work is pending. Ed said he would advise Lee McFarland.

## **6. COMPREHENSIVE SCHEME ISSUES:**

**A. Status and Schedule Review:** Ed reviewed the tentative sequence and schedule for review and completion of the 2007-2013 Comprehensive Scheme for Harbor Improvements, including the Commissioner review process (which was initially scheduled for completion at this Meeting) followed by final-draft issuance and then the 14-day SEPA appeal period, all leading up to formal adoption at the regular August Meeting. The Commissioners concurred with the plan for August adoption, but did not feel that there was adequate time for proper review of all comments and concerns during tonight's session.

**ACTION:** A Motion was made by Commissioner Slinden and seconded by Commissioner Tapert to schedule a Special Meeting at 9:00 am on Monday, July 16, to conduct a full, thorough and final review of all Commissioner and public comments and to complete the final draft. The Motion passed unanimously.

After discussion with the Comp Scheme technical advisor Dennis Gregoire, it was agreed that the resultant final draft would be issued for the SEPA appeal process no later than July 26, which will allow for the required 14-day period prior to adoption at the regular August 8 Meeting.

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

**A. Economic Development Council (EDC):** No update.

**B. Council of Governments (COG):** No update.

**C. Skagit-Island Regional Transportation Planning Organization (RTPO):** No update.

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

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

1. **Public Relations Seminar:** Ed noted that there was a WPPA Public Relations Seminar scheduled for August 17 in SeaTac, but it was agreed that there was no need to attend, given the stellar working relationship between the Port staff and the local press.

**F. Port Logo Contest:**

1. **Recent Entry:** The Commissioners declined to proceed with any current possibilities, including a recent entry featuring a kayaker. The Commissioners discussed their frustration over receiving a limited pool of entries, and decided that it would be worthwhile to retain a graphic consultant such as Sue Ellen White, who initially submitted entries for the contest but had subsequently submitted a proposal for consulting (**EXHIBIT E**).

**ACTION:** A Motion was made by Commissioner Tapert and seconded by Commissioner Slinden to approve Sue Ellen White's 6/14/07 proposal for development of a logo, with a Not-To-Exceed limit of \$1,000. The motion passed unanimously.

## **8. OLD BUSINESS:**

There were no Old Business items raised.

**9. NEW BUSINESS:**

**A. Highway Clean-Up starting at Clinton Beach:** Ed announced that he had been notified that this event had been relocated to start at Deception Pass Park, per a 7/10/07 email from Diane Kendy.

**10. EXECUTIVE SESSION:**

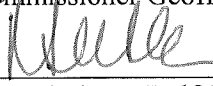
The Board of Commissioners indicated that Executive Session issues associated with property acquisition, specifically in conjunction with possible expansion of the Langley marina, would need to be on hold until the State Auditor has clarified the status of the InterLocal Agreement with Langley.

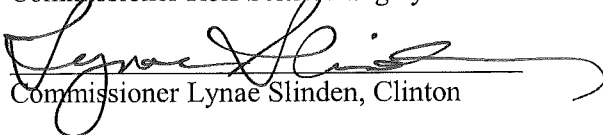
**11. ADJOURNMENT:**

The meeting was adjourned at 8:35 p.m.

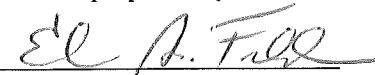
Approved:

  
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Commissioner Geoff Tapert, Freeland

  
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Commissioner Rolf Seitle, Langley

  
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Commissioner Lynae Slinden, Clinton

Minutes prepared by:

  
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Edwin S. Field, Port Manager

- Exhibit A: Voucher Listing
- Exhibit B: May 2007 Financial Statement
- Exhibit C: Letter from State Auditor's Office, dated 6/19/07
- Exhibit D: "Agreement for Professional Services", BST Assoc, dated 6/15/07
- Exhibit E: Logo & branding proposal from Sue Ellen White, dated 6/14/07