

**AGENDA**  
**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**REGULAR MEETING**  
LOCATION: Community Building at Trinity Lutheran Church, Freeland  
DATE: July 12, 2006

1. 7:00 PM – 7:30 PM Workshop – open to public (Please note 7:00 start time!)
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 June 14, 2006.
  - B. Vouchers on file: Vouchers #2709 through #2745 in the total amount of \$56,002.20.
4. ACCOUNTANT REPORT
  - A.
5. PUBLIC COMMENT – Items not on Agenda.
  - A. Possession Estuary Restoration Feasibility Study: Aundrea McBride (Skagit River System Cooperative) and Kim Bredensteiner (Island Co. Planning)
  - B. Proposal for Commissioning a Park Bench: Sue Sibbald
6. PROJECT ACTION ISSUES - Staff Report, Public Comment, Commissioner's Discussion
  - A. Possession Beach Park and Dorothy Cleveland Trail
    1. FEMA Reimbursement Update: Resolution #06-04
  - B. Bush Point
    1. Construction Update
  - C. Clinton Beach, Pier & Dock, Parking Lot
    1. Construction Update
    2. Operations
  - D. Langley
    1. Fuel Facility Study Update
7. COMPREHENSIVE PLAN ISSUES
  - A. Consultant Proposal Review

8. 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)

9. OLD BUSINESS

- A.

10. NEW BUSINESS

- A. South Whidbey Parks & Recreation District: Master Plan input & participation on 7/25?

10. EXECUTIVE SESSION

11. ADJOURNMENT

## **PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

July 12, 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  
Laura Blankenship, Comp. Plan Consultant Candidate  
Sue Sibbald, Freeland Resident  
Kim Berdensteiner, Is. Co. Planning Department  
Aundrea McBride, Research Ecologist -  
Skagit River System Cooperative

**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 July 12, 2006, at the 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:** Draft Minutes from the Regular Meeting of July 12, 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 Seitle seconded by Commissioner Tapert to accept the Consent Agenda, including authorization of Vouchers #2709 - #2745 for a total amount of \$56,002.20. The Motion passed unanimously.

### **3. ACCOUNTANT REPORT:**

**A. Financial Statements:** No new Statements were available.

#### **4. NON-AGENDA ITEMS / PUBLIC PRESENTATIONS:**

**A. Possession Estuary Restoration Feasibility Study:** Aundrea McBride of the Skagit River System Cooperative (SRSC) and Kim Bredensteiner of Island County Planning Department were on hand to give a presentation on a proposed Estuary Feasibility Study at Possession Point Park. **(EXHIBIT B)** McBride explained that the Swinomish Indian Tribal Community and the Lummi Nation had dedicated funds for a near shore habitat restoration feasibility analysis within the Saratoga Passage and the adjacent outer Whidbey Island shoreline. The funds were received through a mitigation settlement between the Port of Everett and the Swinomish, Lummi, Tulalip and Suquamish Indian Tribes. Skagit River System Cooperative (SRSC) was hired by the Swinomish and Lummi tribes to identify potential near shore habitat restoration sites and implement feasibility assessments and complete restoration designs. Research by SRSC indicates that small, pocket estuaries within the Whidbey Basin are preferred by endangered Chinook salmon during the early stages of their migration. Multiple salmon species utilize estuary sites, like possession, along the Saratoga passage corridor after leaving their natal deltas. SRSC had identified 96 historic pocket estuaries within the project area. All but 26 of these have either been completely destroyed or are too small to be sustainably maintained for fish habitat. The SRSC steering committee eliminated another 18 out of the remaining 26 sites because they were not politically feasible at this time. SRSC is seeking initial landowner willingness to proceed with feasibility investigations at the eight remaining sites within the project area, including Possession Point. SRSC would like a commitment of interest from the Port to go forward with the feasibility study at Possession Point, and to consider proceeding to design if the feasibility study results in favorable findings. She added that there would not likely be any actual construction funding available at the end of design, or possibly just a small matching-fund amount. Commissioner Seitle asked Art Pratt, Possession Pt. Manager, what possible impacts to the park may be involved with this type of project. Pratt said that it would depend on the changes that need to be made. McBride said that Possession Park was well designed and there would be no changes to the existing park. Commissioner Tapert asked if SRSC would be looking for Port funding for the project. Aundrea said that there were no impacts expected for park structures or the ramp, and that the Port could furnish public outreach efforts at this phase rather than actual dollars. Commissioner Slinden asked if McBride would be willing to participate in a public meeting with the adjacent landowners to discuss the proposed Possession project. McBride said that she would be happy to participate in a public meeting and would give a presentation on the project to help educate the public. She also offered to post the SRSC Possession Point proposal on their website so that it would be available to the public. Ed asked McBride to email him the link to the SRSC website so that it can be placed on the Port's website. He also suggested that the Port and landowners should obtain a copy of, and the ability to use and implement the results of the completed feasibility study, which McBride agreed with. He said that if it is determined by SRSC that the Possession Point location is an unfavorable location for this project, or if outside funding is not available, the Port would then have the option to implement an estuary themselves. The Board concurred.

**ACTION:** A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to support the proposed feasibility study for the Possession Point restoration. The Motion passed unanimously.

Commissioner Seitle asked if the SRSC had discussed the project with the Island County Marine Resources Committee (MRC) or Island County Commissioners. Bredensteiner said that they had not. Commissioner Seitle then asked if it would be necessary for the Port to

have a formal resolution in support of the SRSC's proposed feasibility study. McBride said that the Port would not need a formal resolution at this point in time. Commissioner Slinden recommended that the public meeting be scheduled to take place by late summer or early fall of this year. McBride concurred.

**B. Proposal for Commissioning a Park Bench:** Sue Sibbald was on hand to request approval from the Port to commission a bench in Freeland Park in memory of her husband. Sibbald had taken a photograph of the proposed location for the bench to show to the Commissioners. **(EXHIBIT C)** She said that the fence would be designed to match the existing bench, dedicated to former Port Manager Tom Roehl, Freeland Park. Ed Field said that because the Park's majority owner is Island County, he had consulted with Park's chief Terry Arnold. She was familiar with the concept from her experience at Seattle Parks & Recreation, and while cognizant of the need to avoid letting the park become a forest of plaques and signs, she stated that she does need more benches in a lot of locations. Arnold said that she would generally agree with the concept, subject to County Commissioner approval, but with some specific requirements based on Seattle Park's criteria. These would include a positive message such as "Richard loved this spot" on the bench instead of "In memory of or Honoring etc," a standard design and installation by Park crew's, a significant financial contribution, possibly 2 or 3 times the cost of the bench to pay for future maintenance and possible future relocation of the bench if necessary. Commissioner Seitle said that it is not unusual for someone to donate a bench to a park. Commissioner Slinden asked Sibbald if she was prepared to pay for the bench, including the cost to have it marked, and agree to all of Island County's requirements, including the possible need for future relocation as might be occasioned by the construction of a boathouse. Sibbald said that she was prepared to agree to all of those requirements. The Commission asked Ed to work with Terri Arnold on getting approval from the County Commissioners for an appropriate bench donation program.

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

### **A. Possession Park:** (Re-ordered for clarity)

1. **Operations:** Art Pratt said that the July 4<sup>th</sup> holiday had gone well even with the busy opening of the shrimp season the most vehicles he has ever succeeded in parking! He is waiting for dry weather to complete re-stripping the parking lot at the park as the paint needs 48 hours to dry. Everything is running smoothly at the Park.
2. **FEMA Reimbursement:** Ed reported that FEMA had sent five State and Federal representatives for a meeting regarding the procedures which to follow to get substantially reimbursed for most of the cost associated with the clean up of the park due to windstorm damage. Ed said that the reimbursement would be approximately \$8,000. The forms were mailed to the Port office, have been completed, and are ready for final signature by Port Commissioners. Ed reported that one of the requirements of the application process is a Resolution to designate an Applicant's Agent, to be completed on their form. Ed prepared Resolution #06-04, designating himself as the Applicant Agent, which needs to be signed by Commissioner Slinden. Port Accountant Chuck Edwards has agreed to be the Alternate Agent. Commissioner Tapert said that as a Port Commissioner, he is glad to hear that the Port may have the ability to get a refund for some of the money that was spent on damages at the Park, but as a taxpayer he is disgusted that the government would spend so much time and money on this, which was

met with agreement by all attendees. Ed mentioned that he had sent the FEMA application to Port Attorney Al Hendricks, who took no exception to the document.

**ACTION:** A Motion was made by Commissioner Slinden and seconded by Commissioner Tapert to approve Resolution #06-04 as presented by the FEMA Board. The Motion passed unanimously.

The FEMA application and Resolution #06-04 were signed. **(EXHIBIT D)**

**B. Bush Point:**

1. Construction Update: Ed reported that WDFW was making slow progress. The power hook up seems closer to resolution. Apparently WDFW has reached an agreement with the water provider, but DFW needs to issue a check and the contractor still needs to finish the connections, which cannot be tested until the system is activated. The floats are 60-80% manufactured, and the manufacturer is waiting on pile locations so they can finish the hoops. The ramp is unusable at this time but Ed is hopeful that the pile work will be done within the next seven days. Once the water and power have been hooked up, WDFW could give the Port the approval to open the park on a conditional and “at your own risk” basis until the floats are furnished. Commissioner Tapert said that on his last visit to Bush Point, he had noticed that the ramp is settling and there is a very large angle point moving from concrete ramp to articulated grid. Ed said that when WDFW gets to the point of Substantial Completion, the Port could have the ramp surveyed to document its condition at the onset of the warranty period. Commissioner Seitle said that this could be a design issue, not a contract or warrantee issue, and he would not be in favor of the Port taking over the operations and maintenance of the Park until the problem is resolved. Commissioner Tapert said that if the Port were required to pay for extra maintenance associated with the ramp, then WDFW would need to fix the ramp before the Port takes over the O&M of the Park. Ed agreed, and said that he would notify WDFW of the concerns with the ramp settlement. Commissioner Slinden asked if the Port had any leverage if WDFW decides not to fix the ramp. Commissioner Seitle said that the Port could refuse to accept O&M of the Park until the problem is resolved. The Commissioners asked Ed to talk to Port Attorney Al Hendricks about the issue. Ed will keep them informed on the matter.
2. Operations: Ed said that the new Bush Point Manager/Caretaker Mike McCarthy, is working out great, and is digging into work at both Bush Pt and Clinton Beach eagerly..

**C. Clinton Beach:**

1. Construction Update: Ed reported that the contractor has made reasonable progress on Punchlist work at Clinton Beach. Unfortunately, on Monday evening, July 3<sup>rd</sup>, the Port was notified that a window had been broken out of the bathroom. Commissioner Slinden and Ed spent a couple of hours talking to the police regarding the incident. Ed will get an estimate from Advanced to repair the broken window. Commissioner Seitle asked if it would be worth turning this in as an insurance claim. Ed recommended against that, noting that the Port has two new facilities and a new employee all being added to the policy when it renews in September, so minor claims would seem to be untimely. The Commissioners concurred. Ed said that the Island County Parks crew had been doing a nice job keeping the facilities clean. Ed reported that he would talk to the same people who will be refurbishing the “Welcome to Whidbey” sign about possible easing o sharp corners on the picnic tables later this month. Some corners of

the picnic tables are rather sharp and could be a liability if they are not rounded slightly. He added that one of the parking signs is in place and the other two are on order, along with the entry sign and plaques. Commissioner Slinden said that the Commissioners' plaque would be placed near the bulletin board instead of in the Picnic Shelter, although separate from and above the other plaques. Ed said that he would ask Terri Arnold about having one of her crews do regular brush clean-up near the "Welcome to Whidbey" sign. Commissioner Tapert suggested that the Port ask some of the clubs listed on the sign to help with the maintenance of the grounds around it. Commissioner Slinden said that the clubs would have to come up with a maintenance schedule, and suggested that Linda Alexander of the Garden Club could coordinate. Commissioner Seitle said that he was hopeful that the Port would be replace that sign, since he has always hated the sign and thinks it is a "garish sign in bad taste" and is not an appropriate sign for the entrance to the Island. Commissioner Slinden said that a lot of people like the sign and support the wood carvers who created it. Commissioner Tapert said that the main reason that a lot people don't like the sign is because it has deteriorated over time.

**D. Langley:**

1. **Fuel Facility Study Update:** Ed said that he had coordinated with Reid Middleton and they are making good progress on the fuel float feasibility study. Ed has set up a meeting with Reid Middleton next Tuesday (7/18/2006) to discuss the preliminary results of the study. He is waiting to hear back from Nicole Faghin, of Reid Middleton, about their availability for a July 24, 2006, meeting to present the preliminary results of the feasibility study. The Commission set a tentative date for a special meeting with Reid Middleton and BST on Monday July 24, 2006.

**6. ACTIVITIES/INVOLVEMENT REPORTS:**

- A. Economic Development Council (EDC):** No Update.
- B. Council Of Governments (COG):** No Update.
- C. Regional Transportation Planning Organization (RTPO):** No Update.
- D. Marine Resources Committee (MRC):** No Update.
- E. Washington Public Ports Association (WPPA):** No Update.

**7. OLD BUSINESS:**

- A. Comprehensive Plan Facilitator/Editor:** Commissioner Slinden introduced Laura Blankenship, who is one of the three candidates that submitted proposals for the Comprehensive Plan Consultant position. **(EXHIBIT E)** Commissioner Seitle said that he would like to hire someone from Whidbey Island if possible and pointed out that the off-Island proposals that the Port had received were good proposals but had much higher rates. He was concerned with the how much time the Comprehensive Plan process will take and asked what the time commitment will be for the Comprehensive Plan Committee members. Commissioner Slinden said that the process should take approximately twelve meetings, which would be two meetings per month for the next six months. Commissioner Seitle said

that Blankenship is a very competent manager but she does not seem to have a background in a facilitator role. Commissioner Tapert said that the first thing he would like to see from a facilitator would be a timeline and a syllabus showing how things are going to be done and in what order they will be accomplished. He also said that he has a bet with one of his committee members that the Port will have a completed Comprehensive Plan by the end of the year and he is going to do everything he can to make sure that happens. In order to accomplish this, he noted that the Comprehensive Planning process will have to be very well organized and very well managed. Commissioner Slinden said that she had looked up the Comprehensive Plan Guidelines on the Washington Public Port Association's (WPPA) website and downloaded the fairly straightforward guideline for Comprehensive Plans from the WPPA manual. She noted that there are several decisions that the Commissioners will have to make regarding the scope and direction of the Comprehensive Plan. She recommended that the Commission make a selection for a Comprehensive Plan Facilitator/Editor from the proposals they have received, and then plan a special meeting with that individual to discuss the scope and direction of the Comprehensive Plan. Commissioner Tapert said that it is important to have public input for the Comprehensive plan and it is important to allow enough time for an adequate public comment period so that the Comprehensive Plan can be adopted by the end of the year. Commissioner Seitle said that a facilitator would need to keep the Comprehensive Plan on track and should not try and influence it in one direction or another. Commissioner Tapert said that the final Comprehensive Plan would be written by the facilitator with input from the Comprehensive Plan Committee, public citizens and the Commission. Commissioner Slinden said that Blankenship is currently the Comprehensive Plan facilitator for the Port of Coupeville's Comprehensive plan. The Commission asked Blankenship for her comments. Blankenship said that the scope of work for the Comprehensive Planning process is unclear. If the scope of work could be more clearly identified, the Port may have people that would be more interested in working on it. Commissioner Seitle said that a facilitator would have to organize meetings with nine Comprehensive Plan committee members, which could be very difficult. Commissioner Slinden said that the timeline suggested by Tapert might be too short for the entire Comprehensive Planning process. Commissioner Tapert said that the Comprehensive Plan committee members would be much more willing to commit to a shorter timeline for the Comprehensive Plan process. Commissioner Slinden said that a six-month timeline is more reasonable than the proposed four-month period. Commissioner Tapert said that if the meetings are well organized and managed by the facilitator, the Comprehensive Plan could realistically be completed in a four-month timeframe. Commissioner Slinden said that on that basis, the Commission would need to make a decision tonight about hiring a facilitator for the Comprehensive Plan, and recommended that Laura Blankenship be hired for the position. She said that Blankenship has experience working and managing a wide range of people and she is currently working with the Port of Coupeville on their Comprehensive Plan. Commissioner Seitle asked Blankenship if she would be comfortable working with nine citizens during the Comprehensive Planning Process. Blankenship said that she is very good at working with a wide range of people and enjoys that kind of work.

**ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to hire Laura Blankenship as the Port of South Whidbey's Comprehensive Plan Facilitator/Editor. The Motion passed unanimously.**

The Commission agreed to schedule a meeting with Blankenship to discuss the scope of work and direction of the Comprehensive Plan.



**B. Comprehensive Plan Committee Member Candidates:** Commissioner Seitle had selected two Comprehensive Plan Committee member candidates and is waiting to hear back from two other people who are interested. He said he should have the third candidate confirmed by early next week. He said that the candidates were all concerned with the time commitment involved in the Comprehensive Planning process. The Commission agreed that the process would require approximately ten to twelve, two to three hour meetings. Commissioners Tapert and Slinden submitted their lists of Comprehensive Plan Committee member candidates. **(EXHIBIT F)** Commissioner Slinden asked if any of the Commissioners had problems with any of the candidates. The Commissioners had no objections to the selected candidates.

**8. NEW BUSINESS:**

**A. South Whidbey Parks and Recreation:** Ed said he had received and distributed a letter from South Whidbey Parks and Recreation requesting input from the Port regarding input for planning the Community Park and Sports Complex **(EXHIBIT G)** It was agreed that any comments from the Commissioners should be emailed to Ed who will forward them to SW Parks.

**9. EXECUTIVE SESSION:**

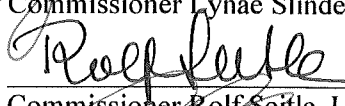
There was no Executive Session.

**10. ADJOURNMENT:**

The meeting was adjourned at 9:20 pm.

Approved:

  
Commissioner Lynae Slinden, Clinton

  
Commissioner Rolf Seitle, Langley

  
Commissioner Geoff Tapert, Freeland

Minutes prepared by:

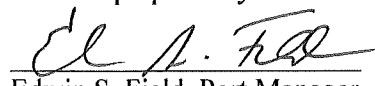
  
Edwin S. Field, Port Manager

Exhibit A:	Voucher Listing
Exhibit B:	"Proposal Possession Project", Aundrea McBride SRSC, 7/6/06
Exhibit C:	Photo from Sibbald with proposed bench location identified
Exhibit D:	Resolution #06-04 Designation of Applicant's Agent, approved and signed 7/12/06
Exhibit E:	Facilitator/Editor proposals: Blankenship (dated 6/24/06), Norton-Arnold & Company (dated 7/5/06), and Carolyn Browne Associates (dated 6/30/06)
Exhibit F:	Preliminary list of Proposed Comp Plan Committee members
Exhibit G:	SW Parks letter, dated 7/6/06