

**AGENDA**  
**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**SPECIAL MEETING of the BOARD OF COMMISSIONERS**  
**Tuesday, July 27, 2010 at 5:00 pm**  
**Port Office Conference Room, 1804 Scott Rd. Freeland, WA**

1. SPECIAL MEETING

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

2. EXECUTIVE SESSION (Personnel issues, duration = 1 hour)

3. PROJECT ACTION ISSUES – Commission & Staff Review and Direction on:

- A. South Whidbey Marina Expansion Project Design & Schedule Review Workshop with Shannon Kinsella / Reid-Middleton; Topics to include:
  - ILA Amendment #2
  - General Review of Technical/Design Permit Issues per 6/18 City Comments: (Phasing, Parking, Water & Sewer Utilities, Fireflow on Dock, Noble Creek, Dock Power for Commercial Vessels)
  - Action Plan for Key Issues: Parking, Water & Sewer Utilities, Adjacency Coordination incl. Anchor Plan
  - Proposals for Design & Engineering thru Bids, incl. Reid-Middleton and HWA
- B. Phil Simon Park Relocation
  - 1. Final Sign Proposal
- C. Possession Beach Waterfront Park
  - 1. Configuration of Existing Parcels and Reconfiguration Possibilities

4. UPCOMING MEETING COORDINATION - Topics for:

- A. August 10 Regular Meeting
- B. September 14 Regular Meeting
  - 1. Initial Presentation & Discussion of Preliminary Budget for 2011
  - 2. Bi-Annual Review of Applications for Funds
- C. October 12 Public Hearing for Preliminary Budget and Regular Meeting

5. ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Special Meeting

July 27, 2010

Freeland, Washington

**Commissioners Present:** Geoff Tapert (Freeland), Chris Jerome (Langley) and Curt Gordon (Clinton)

**(Only Commissioners were present during the Executive Session;  
Staff and Others arrived at 6:00 p.m.)**

**Others Present:**

**Port Staff:** Ed Field (Port Manager) and Dane Anderson (Port Financial Manager); **Others:** Shannon Kinsella (Reid Middleton) and Tony Puma (Boatyard Inn Co-Owner)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, July 27, 2010, at the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the purpose of the Special Meeting in workshop format was for the Commission to convene into Executive Session without staff for one hour to address personnel issues, and then move on to an engineering and design workshop format at 6 p.m. for Commission and staff to review and issue direction as needed on South Whidbey Harbor Expansion Project details with the design project manager from Reid Middleton. Technical issues on other projects as listed will also be addressed. Although the Meeting was of course open to the public, this Special Meeting was scheduled to enable the Commission to address project scope, permit, schedule and technical details with staff and the design manager, and public participation was not on the Agenda. Commissioner Tapert, President, called the Special Meeting to order at 5:12 p.m. The Pledge of Allegiance was deferred until after the Executive Session.

**EXECUTIVE SESSION:** The Board of Commissioners went into Executive Session at 5:13 p.m. for an expected duration of one hour to discuss personnel issues. The Commission concluded the Executive Session at 5:38 p.m. and recessed until 6:00 p.m.

At 6:02 p.m., the recess ended and the Commission returned to the public session of the Special Meeting with Staff and others present, followed by the Pledge of Allegiance.

**PROJECT ACTION ISSUES – Commission & Staff Review and Direction on:**

**1. South Whidbey Marina Expansion Project Design & Schedule Review Workshop with Shannon Kinsella of Reid Middleton; Topics to include:**

**A. InterLocal Agreement (ILA) Amendment #2 (EXHIBIT A):** Port Manager Ed Field asked the Commission if there were any changes; there were none.

**ACTION:** A Motion was made by Jerome and seconded by Gordon to approve the revised InterLocal Agreement Amendment #2 as presented today. The Motion passed unanimously.

B: General Review of Technical/Design Permit Issues per 6/18 City Comments (EXHIBIT B) (Phasing, Parking, Water & Sewer Utilities, Fireflow on Dock, Noble Creek, Dock Power for Commercial Vessels):

Regarding the phased project, Field recapped that the Port is attempting to get as much of the project reviewed under the SEPA and mitigation issues as possible, although Phase 1A is the only one expected to be built at this time. He noted that the Commission was interested in hearing a design proposal from Reid Middleton (RM) through the end of Phase 2, which is “way out there” with respect to expected construction schedule. In conversations with Shannon Kinsella (RM Principal, Waterfront Group Director), Field said she had confirmed that a lot of the design costs are in Phase 1A, so Phase 1B would be “somewhat more, but not a huge amount more.” He said it essentially comes down to: How much do we expect to build, and how much do we design now? Tapert noted that if the Port is permitted for the full build-out and a funding opportunity comes along to do it – we’re shovel-ready. If the scope is increased to get the engineering done, we’d also increase our economy of scale. Rather than just focusing on the small thing (Phase 1A) and running the risk of not planning for the ultimate build-out, Tapert’s preference would be to do as much of the engineering, design and permitting of the full build-out as the Port can afford. Jerome noted that the permit application was for the full build-out. Field agreed and said, “The JARPA is for the whole shooting match, and at this point, so is the SEPA at the City.” In response to the City’s question of whether they should review the proposed mitigation plan for the entire project as part of SEPA at this time, Jerome thought the answer was yes. Kinsella and Field agreed.

At Gordon’s request, Field explained mitigation for Phases 1A (D Dock, with the two breakwaters) and 1B (G Dock) would be the removal of the old Hein dock, and the mitigation for Phase 2 (E & F Docks) would be the removal of the sunken tire reef. Financial Manager Dane Anderson said it was important to note that the proposal in for JARPA does not include removal of the existing stockade. Field said the removal of the stockade would essentially be mitigation for Phase 3, and Anderson said, “It likely will be, but that’s not in any of the material provided to the Army Corps of Engineers yet.” Tapert asked if the Port had enough mitigation for the full build-out, and Field said the removal of the Hein dock, the sunken tire reef and the large creosote stockade would be plenty of mitigation for the entire project. Field pointed out that building Phase 1A and 1B separately is easy, but building Phase 2 (inner docks E & F) without removal of the existing stockade (Phase 3) would be really difficult. Phases 2 and 3 could be done separately, but it would be more expensive. Kinsella added that it would also depend on the timing, noting that the existing stockade likely has only 10-15 years of life remaining. She explained that the project is designed so Docks E & F could be built onto the existing marina, but as construction of those two new interior docks gets pushed out later and later, at some point it would not make sense to try to shoehorn around the existing marina. There would come a point when it would be more efficient to do Phases 2 and 3 at the same time. Jerome asked, “But the current JARPA just assumes we’re going to do Docks E & F and leave the existing marina alone?” Field and Kinsella confirmed that was correct, and Field explained that Phase 3 (removal of the stockade) was not included because the JARPA is only for 5 years and realistically the Port would not have enough funding for it during that period. Tapert said he would like to revisit the idea of removing the existing marina sooner rather than later in order to get a better economy of scale. Anderson and Field both pointed out that it would cost a great deal of money.

Gordon said he would be attending a meeting with Ice Floe the following day, and he wasn’t clear on the details of the proposed phases. He asked Field to provide him with a written description of each of the phases and the requirements for each (cost, mitigation, permits) so that he could get a better understanding of the project prior to the meeting. Field said he would provide the information.

Tapert asked Kinsella, “From an economic standpoint, how effective is it to retain the existing stockade and work around it vs. getting rid of it sooner? What makes sense to you?” Kinsella reviewed the phases, beginning with Phase 1A which RM has provided a proposal of \$260,000 to design. Phase 1A makes sense because the Port has the Bremerton breakwater and it makes sense to put it to use and start the perimeter protection with it and the new breakwater. She said Phase 1B (G Dock) also makes sense if the

Port can obtain the funding because it helps close the opening gap to the marina and provides moorage revenue and a nice basin for the future marina. Gordon asked what it would cost to design Phase 1B, and Kinsella explained that since Phase 1A involves sizing all the electrical service and includes some design and modeling, adding in the design of Phase 1B to the proposal would increase it by \$40,000, for a total of \$300,000 for Phases 1A and 1B.

Tapert asked, "Would it make sense to eliminate the existing stockade before construction of Phase 1B or not?" Kinsella said there is still value in the existing marina; it still has a design life of 10-15 years. Tapert then asked, "So in your professional opinion, you think that G Dock connected to the existing stockade would be a good investment for us?" Kinsella replied, "Yes, because that would give you the perimeter of the marina and you could come back and fill it in." The stockade could then be removed prior to construction of Docks E & F. Field noted that a new gangway would also have to be built between Phases 2 and 3.

Regarding how far to go with the engineering, Jerome said, "It sounds like doing Phase 1A and 1B is a no-brainer because the incremental cost is so small, but I am hearing good arguments against going ahead with Phase 2 at this point, partly because we're not even sure we're going to do it as shown (we might want to pull out the existing marina first)." He didn't think they should muddy the waters by talking about something that doesn't even look like the JARPA. Jerome said it made sense to do the engineering for all of Phase 1, but it didn't seem like a particularly good idea to spend money on Phase 2 "when it might not even look this." Kinsella pointed out that the interior docks in Phase 2 are pretty straightforward; it's really the breakwaters and establishing the utility services that make up the bulk of the geotechnical recommendations. Docks E & F could be put into a later bid package design pretty effectively.

Gordon asked, "What is the projected cost for the build-out of Phases 1A and 1B?" Anderson said it was about \$8.5 million, with Phase 1A estimated at \$4.85 million and Phase 1B at \$3.65 million. Field noted that those numbers might be a little higher if they were built separately, because the estimate is for one project.

Jerome returned to answering the City's question about whether they should look at the entire mitigation plan for Phases 1 and 2 or if they should only review the mitigation for Phase 1. Anderson explained that the likelihood of extending the permit at the end of 5 years or getting another permit is greater and the amount of time needed is less if the permit request is based on the same or slightly different information as the expired permit. To streamline the process, Tapert thought they could "permit-wise" go for Phases 1A and 1B while disclosing the potential for Phase 2, leaving the window open but not going into any detail at this time. Field agreed, and noted that public agencies like the Port are not supposed to "piecemeal projects" and if the Port didn't show Phase 2, they could be accused of "piecemealing." Kinsella said the Port has properly shown sufficient detail for Phases 1 and 2 in the permit drawings that were submitted, and therefore should not be accused of piecemealing. The Commission agreed that the City of Langley only needed to review the mitigation plan for Phase 1 at this time.

Regarding the issue of parking, Tapert asked, "If the Port doesn't do Phase 1B, are we going to be held responsible for addressing the parking requirements for it?" Gordon hoped Jerome would be able to address that in discussions with the City, and he added, "They've got to allow us some latitude with the phasing." Field said they could explain to the City, "We're going for Phase 1A and dealing with the 5-10 parking spaces for 1A only. We want 1B on the table, we want to set up the parameters for it, and we want a permit for it. If it's a conditional permit, then tell us what the conditions are." Tapert suggested adding a general comment such as "additional parking is anticipated to be off-site." Field thought that even for Phase 1A, additional spaces would have to be identified. Gordon stressed that the ILA specifies that the City will work with the Port on a parking plan, so he believes the City needs to come up with

some suggestions. Jerome believed that the issue is not so much a matter of parking spaces as it is a lack of management of parking. He suggested that Phase 1A might be a parking management plan instead of physical parking spaces. The Commission agreed with that suggestion and also with Gordon's suggestion that the City should be encouraged to adhere to the ILA and provide assistance on the parking issue.

At Gordon's request, Kinsella reviewed the 3 different construction project delivery systems: Design/Bid/Build (DBB), Design/Build (D/B) and General Contractor/Construction Management (GC/CM). Kinsella explained that the DBB is the traditional method, where RM puts together a design package with complete design details that then goes out to bid to multiple contractors who submit a price for it. With the D/B method, rather than designing everything, RM would write a performance criteria or a Design/Build Request for Proposals. Rather than detailing everything out, RM would instead provide wave conditions, identify what is desired inside the marina, and provide a general slip layout. The Port would then hire a general contractor, subcontractors and other designers to design the breakwaters and the slips and do all the detailing and reinforcing. Tapert noted that the State of Washington used to have a threshold that a public agency project must be for at least \$10 million to qualify for a D/B. That has been reduced to \$2 million, but you must have the experience on Staff to run the DB project and the State review board must approve it. He didn't think the South Whidbey Harbor expansion project met the criteria. Field noted that only ten trial projects between \$2 million and \$10 million are approved by the State. Kinsella noted that the Port could still do a traditional DBB (and recommended it), but RM could either design the whole thing or do performance specifications for the standard components (a "pseudo D/B").

Boatyard Inn co-owner Tony Puma interjected that the Port could do DB on some components, and said, "The value of that isn't just costs – you might develop a relationship with some manufacturer that has proprietary technologies that you might really want because it's cheaper, better, etc." He provided a handout (**EXHIBIT C**) with brief descriptions of the 3 methods of procurement and the names and contact information for 3 pontoon manufacturers. Before the Commission makes a decision, Puma wanted them to invite the 3 major float manufacturers to make a presentation to the Port. The Commission could ask the manufacturers what they have to offer in terms of process, proprietary technology and product delivery.

Kinsella said there at least 4 standard float manufacturers in the area, and Reid Middleton has worked with all of them on Design/Build projects and traditional Design/Bid/Build projects, so RM has a general idea of what their products are. She reiterated that the interior docks are very straightforward and could be done with a performance spec. The breakwaters and G Dock; however, are unique and therefore not "off the shelf" models. Either RM would design it or one of the float manufacturers would hire another engineer to design it for them if RM does a performance spec on the breakwaters. Field said Phase 1A's outer breakwater lends itself to a performance spec/DB subcomponent of the bigger project. Tapert asked if the Port could go out to bid with that spec without being a Design/Build project and Field and Kinsella both said, "Yes." Gordon asked Kinsella what are the advantages/disadvantages to separating out the outer breakwater component for a performance spec. Kinsella explained that for that component, RM has given a width but not a depth. If RM designs it, they will show what the breakwater looks like, what the connections are, what the reinforcing is, what the pile frames look like, what the anchor housing looks like...everything. Float manufacturers would then bid on building the breakwater exactly as designed. A performance spec would allow the float manufacturers to be a little more creative. They would each hire their own engineers, and each manufacturer might come up with a different method of reinforcing, etc. Gordon asked if RM reviewed those designs and accepted or rejected them prior to final bid submittal. Kinsella said, "No, we don't. We usually set it up so that final bid submittal includes the manufacturer's price as well as the technical information about the float." Then it comes down to evaluation of the float systems, and not the lowest bid. Bids that do not meet the criteria of the performance spec would be determined to be non-responsive and as Gordon pointed out, "They wouldn't get a second chance."

Gordon said, "So the advantage of doing a performance spec on a component is that the Port wouldn't have to pay RM to design it?" Kinsella agreed the Port would not be paying RM for designing it, but they would still have to pay some other engineer to design it. Field interjected, "...who will be bidding competitively." Gordon said that could end up costing considerably less, and Jerome added, "And the float manufacturers would be building it the way they want to build it - the way they are used to building it rather than the way RM thinks they should."

Tapert said he was in favor of RM doing a performance spec on the outer breakwater (extension of D Dock). Jerome said he was in favor of RM doing design specs for all of Phase 1 (A and B), but not final design on the breakwaters (just performance specs). Kinsella said RM could propose one package for Phase 1A with RM designing the anchoring system but doing a performance spec on the outer breakwater. RM could then propose another package for Phase 1B to do a separate standalone set of drawings and technical/performance specs for G Dock. The Commission agreed with the concept of the two separate proposed packages as described by Kinsella.

Field said the other big design issue is the proposal for two different amounts for geotechnical engineering services from HWA (**EXHIBIT D**). He explained that one is for \$30,000, and would take the data previously obtained based on the original configuration per the Master Plan and postulate it for the reconfigured area in order to provide RM with design criteria (with no guarantees). The other proposal is for an additional \$120,000, and would take a drill rig out to the reconfigured area and drill it for testing. Tapert thought \$30,000 was steep to begin with, just to take existing data, and he didn't think they would find anything drastically different in the reconfigured area - "it's all glacial till." Gordon asked, "If it isn't glacial till and we find a problem while in the build-out phase - would a change order cost \$100,000?" Field said, "The technical cost of shortening/lengthening piles would not be significant, but if we hit conditions that fall outside the permit parameters, the costs could rack up big time." Jerome said he was inclined to go ahead with the data we have and deal with problems if they arise. Gordon and Tapert agreed. Kinsella explained that if they hit soft material, RM usually includes a pile-splicing provision in their specs anyway. She said, "The big risk is if you start driving and immediately hit bedrock and have to pre-drill, etc."

Jerome said he would like to hear presentations from the float manufacturers (as listed on Puma's handout) for educational purposes, and Gordon said he would also like that. The Commission agreed to hold a special meeting to hear product presentations from the float manufacturers, and directed Staff to schedule it accordingly.

Regarding the remainder of the topics under this item (water & sewer utilities, fireflow, etc.), Field said, "At this point, the plan is to have the City's engineers take a first run at the utility questions." Kinsella said RM is asking the City what pumps they have in the lift station at the lower portion and what is their capacity. Once the City has provided those answers, RM will then respond with something like "the tour boats add 10% to the restroom use and those pumps either do or do not have the capacity to handle that." Regarding the dock power, Ed said, "If we size the power on the main dock to handle cruise boats coming in and connecting to shore power instead of using their generators (which have pollution and noise issues), it's a green thing and will be very popular with the City and with the tour boats."

Gordon reiterated that he would be meeting with Matt Nichols and John Collins from Ice Floe tomorrow for a preliminary discussion and would point out the long-term benefit of partnership with the Port. Kinsella explained that the proposed anchor housing for the Bremerton breakwater includes an anchor that overlaps into Ice Floe's DNR-leased area, and the Port needs Ice Floe's permission to put the anchor there. Anderson said, "The key thing to point out is that it will be designed so that it will not be a hazard to navigation."

Field reported that the Washington State Department of Fish & Wildlife (WDFW) had responded to the Port's boat ramp permit expansion request. The original Hydraulic Project Approval (HPA) for the boat ramp project was issued in November 2005, and WDFW can extend the permits up to five years. The five-year deadline is this November (2010). RM noted that it is a short timeframe to get the new boat ramp float built. Kinsella indicated it might be possible, but a bid or small works roster package would need to go out very soon. She requested direction as to whether RM should go ahead and ask for the extension until November or submit a new application.

Field cautioned that unfortunately, going ahead would mean going for a real small project with very significant implications, in particular 5-7 piles to drive in near-shore water. He said it would be very tough to meet the November deadline. Tapert asked if the current JARPA includes the boat ramp and floats, and Field said the JARPA as filed a year ago includes everything offshore. It does not include any of the boat ramp stuff because that was all covered in the separate permit issued in 2005. Tapert said his understanding from the previous Commission was "we didn't want to do one little tiny project – we wanted to roll it into Phase 1." Field said that it makes "infinitely more sense economically" to roll float construction and drill rig mobilization into a bigger package. Tapert asked if the Port could revise its current pending JARPA to include what was in the 2005 permit. Kinsella responded, "Rather than throwing anything into the big picture, it would probably be better to take the 2005 permit that is expiring and reapply." It is not a good idea to halt the big picture. Gordon asked if it was even possible to do it by November, what is the cost, and is it budgeted in 2010. Field said it's possible, but it would be real tight, and Tapert agreed it was possible but very inefficient. Anderson said it is not in the current 2010 budget, and the last time it went to bid it came in around \$500,000. Gordon asked if that \$500,000 was included in the \$4.8 million estimate for Phase 1A. Field explained that the floats, if bid alone, could be an expensive project, but if bid with the rest of the project would maybe cost \$100,000-\$200,000. Anderson pointed out that there is \$100,000 in the Phase 1 project just to mobilize the barge, so mobilizing the barge twice for two different projects would cost \$200,000. There are huge efficiencies to be gained by doing the work all at once. Tapert summarized, "So we're looking at two different permits, but one operation," and Anderson replied, "Correct." Tapert asked if the Port would have enough time if they allowed the 2005 permit to expire, to reapply, get the floats and piles approved for the boat launch and bid them out at the same time. Field said it would have to be on a fast track, but he thought it was doable and could possibly be done as a "Bid Schedule B" (a separate bid schedule) if needed. Anderson asked how much work would be required to get an extension on the existing permit, and Kinsella said that a few species have been listed so they would have to do an effects addendum, but it would basically be a few amendments to the previous permit application and then resubmit it. Anderson asked if everyone was happy with the design that was permitted, and Field explained that the footprint wasn't bad but the actual design of the floats was not too impressive. Dane concluded, "So the permit package could be ready to go, but there would be a lot of work to do on the actual bid package." Gordon pointed out that Phase 1A has to include the floats (per the ILA), so the actual cost of Phase 1A is more like \$5 million rather than \$4.8 million and Phase 1B is \$2.8 million.

C. Action Plan for Key Issues (Parking, Water & Sewer Utilities, Adjacency Coordination including Anchor Plan: Discussed earlier. Regarding Ice Floe, Tapert thought they could maybe have mutually exclusive or reciprocal easements, and Gordon said he was thinking the same thing – maybe even some dock space.

D. Proposals for Design & Engineering thru Bids, including Reid Middleton and HWA: Field said Kinsella will rework Reid Middleton's bid per the discussion and Commission direction today to go with the lesser of HWA's proposals (\$30,000).

## **2. Phil Simon Park Relocation:**

A. Final Sign Proposal: Field noted that the drawing submitted to the Port and to the City for permitting showed a plank made from the transom of a boat, but he went to look at the sign and it is not a plank – it is the back of the boat (including the framing, exhaust pipes, etc.). Tapert said he was okay with the thickness of the sign, but would like the backside of it to be cleaned up (remove the pipes, clean up the rust and oil, etc.) and the Commission agreed.

The Commission thanked Kinsella for coming to the meeting, and before leaving she encouraged the Commission and Staff to let her know if they had any other questions.

## **3. Possession Beach Waterfront Park:**

A. Configuration of Existing Parcels and Reconfiguration Possibilities: Field reported that he and Anderson had researched the assessor's parcels and identified what they believe is an accurate configuration of the Port's existing parcels. They forwarded that information to Shirley Sorrows at the Island County Assessor's Office, and asked for a determination as to whether it could be reconfigured via an unregulated segregation or if it would require a boundary line adjustment. He presented the Commission with copies of the map sent to Sorrows showing the existing configuration, and additional copies with two possible reconfigurations (**EXHIBIT E**). He explained that there are actually 4 parcels, but the focus is on just the two largest parcels. On both alternative configurations, each of those 2 large parcels would be roughly 10 acres. Anderson said they have asked the County if they can still use the unregulated segregation process since both parcels will be larger than 10 acres when we're done.

After a detailed discussion, the Commission agreed to separate the uplands parcel as highlighted in orange on the attached map, removing everything west of Possession Rd and leaving everything east to the waterfront for the Waterfront Park, and instructed Staff to continue in that direction. Jerome asked what would be the next step in the process to sell the property. Anderson said the next step would be determined by the County's decision of unregulated segregation vs. boundary line adjustment (BLA). If a BLA is required, the Port would have to assure water and perc on that uplands piece of property. Once the saleable parcel is defined, the next step would be to declare the property surplus. He explained that all that is required to surplus Port property is an act of the Commission, as long as it is not in violation of the Comprehensive Scheme.

## **UPCOMING MEETING COORDINATION – Topics for:**

A. August 10 Regular Meeting: Noted.

B. September 14 Regular Meeting:

- Initial Presentation & Discussion of Preliminary Budget for 2011: Noted.
- Bi-Annual Review of Applications for Funds: Tapert asked how much was left in the budget; he thought the Commission exhausted the Tourism & Economic Development Sponsorship (non-capital) portion during the last round in March 2010. Field said the \$7,500 allocated for non-capital was exhausted, but none of the \$7,500 for Capital Funding had been awarded yet. Tapert asked, "If someone comes in with a tourism-related funding request, can the Commission just say, 'Sorry, we've exhausted that', or do we have to entertain it?" Field explained that in the past, other Commissions have shifted money from the Capital Funding budget (which has fewer requests) to the Non-Capital Sponsorship budget. He also noted that at the August regular meeting, Anderson would be presenting information regarding the Rural Business Enterprise Grant (RBEG) from the USDA (United States Department of Agriculture). For the amounts awarded to the applicants for Tourism & Economic Development sponsorships, Field said, "We get a lot of bang for our buck." The type of benefits the community businesses would see from the RBEG is the same kind of benefit they see from the Port's funding of Tourism & Economic Development Sponsorships – it goes a long way. Regarding the RBEG, Jerome noted that it



included loans and he didn't think Ports were allowed to loan money to private parties. Anderson explained that the Port wouldn't be directly loaning money – the Port would be administering grant funds that are loans. Jerome said he would send the RCW reference to Anderson, and Anderson said he would research it further with USDA and the Port attorney.

C. October 12 Public Hearing for Preliminary Budget and Regular Meeting: Noted.


Additional Discussion: As a result of the earlier Executive Session, Tapert presented a list of items **(EXHIBIT F)** that the Commission would like Staff to work on regarding organizational matters for the next regular meeting on August 10<sup>th</sup>. Field noted that Staff had previously provided the Commission with both an Org Chart and Job Descriptions. Tapert thought they should be cleaned up and clarified, and Gordon said he had not seen them. Field asked if they wanted the items “as-is”, and Gordon said “We’d like to get existing and then meet with the Staff, start to redo our expectations, have you tell us what you think your jobs should be and start to reformulate things.” Tapert said it comes down to formalizing roles, using people to their strengths and setting parameters for pay scales, benefits, etc. Gordon said, “I would like to see the top end of our organization be our staff. They should be Port-paid employees of the Port District, including all the loyalties and expectations that go with that.” Field asked, “This makes the assumption that Anderson moves onto Staff?” Tapert said, “Everyone comes on Staff.” Gordon said, “Yes, now I can only speak for me because we could not come to any conclusions in an Executive Session.” In his personal opinion, the jobs that Anderson and Field are doing are specific to what they are capable of doing, and he would like them both to operate at the same level with both of them responsive to the Commissioners directly, doing their separate jobs. Tapert added that they would like to create openness and a clear effective avenue for communication and formalizing the roles and having formal performance reviews would allow that. Gordon said he wanted direct access to both Field and Anderson, he wanted to take some administrative weight off of Field’s shoulders and he wanted Anderson to be a complete team player. Jerome thought having the org chart and job description and performance evaluation system would provide the framework for having the discussion with Staff. Gordon said the discussion should occur before the budget process, because any changes to hours, benefits, etc. would impact the budget. Field said that he was going to hold off on the benefits discussion because it involves a serious amount of time and effort and he doesn’t see that there is any money in the budget for it. Tapert said he would like to see employees of the Port get the same kind of benefits as any other port that has formalized employment. Gordon said he agreed, “Partly because you (Field) won’t be here forever and what attracts people to jobs like yours are what’s attracted them to their previous jobs, so it’s advantageous for the Port in the future to have the same retirement structure and benefit packages that exist in other places.” Field reiterated that the impact on the budget for providing such benefits would be larger than the Port finances could allow. Gordon said he would still like to see the exercise.

For the next regular meeting, Tapert directed Staff to add Port personnel organization as an agenda item. Jerome suggested that they should have at least a performance evaluation framework by the next meeting and Gordon agreed.

Jerome asked if the final budget needed to be approved at the regular November meeting, and Field said, “Yes, for submittal no later than November 30<sup>th</sup>.”


**ADJOURNMENT: The Special Meeting was adjourned at 8:29 p.m.**


Approved:

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

Minutes prepared by:

  
\_\_\_\_\_  
Edwin S. Field, Port Manager

  
\_\_\_\_\_  
Commissioner Chris Jerome, Langley

  
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Commissioner Curt Gordon, Clinton

- Exhibit A: Amendment No. 2 to the ILA for transfer of the City of Langley Harbor
- Exhibit B: City of Langley Comments dated 6/18/10
- Exhibit C: "Langley Marina Development Process" paper from Tony Puma dated 7/27/10
- Exhibit D: HWA Geotechnical Engineering Services proposal dated 7/8/10
- Exhibit E: Current & 2 alternate configurations for Possession parcels
- Exhibit F: Commission List from Executive Session provided to Staff