

**AGENDA**  
**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**REGULAR MEETING**  
LOCATION: Freeland Library Conference Room, Freeland WA  
DATE: September 10, 2008

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 July 9 and Special Meeting of June 25, 2008
  - 2. Vouchers: Vouchers #3527 through #3559 (as signed today) for a total amount of **\$48,392.36**.

3. PUBLIC COMMENT – Including Items not on Agenda.

- A. Applications for Funds:
  - 1. Whidbey Island Writers' Assoc: Advertising for Writers' Conference
  - 2. Clinton Progressive Assoc: Oktoberfest Publicity & Marketing
  - 3. Clinton Progressive Assoc: Capital Equipment Purchase

4. ACCOUNTANT REPORT:

- A. July 2008 Financial Statement (mailed earlier)
- B. 2009 Preliminary Budget and Process/Schedule Review

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

- A. South Whidbey Harbor
  - 1. Funding Opportunities
    - 1. RCEDF Application Status
    - 2. DNR Assistance for Wharf & Pile Removal: Pro- and Con-
    - 3. Critical Infrastructure funding
  - 2. Report on Advocacy Committees (Pro- and Con-)
  - 3. Harbor Operations
    - 1. Harbormaster Hiring Update, with Moorage as possible compensation component
    - 2. Winter Moorage, Current Rates & Rental Process: Continuation As-is for 4-6 Mos.
    - 3. Advertisement: Continue Langley Ad for Waggoner Cruising Guide @ \$850?
- B. Freeland Park
  - 1. Dock Repair Scope and Cost Information

- C. Possession Beach Waterfront Park
  - 1. Access Improvements: Permitting update
  - 2. Float Removal Date: **Saturday October 4**
  - 3. Also, **Bush Pt Removal Date: Monday October 6**
  
- D. Whidbey Air Park
  - 1. Review and Ranking of Consultant SOQs
  - 2. Coordination for Negotiation and Authorization

## 6. 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. Environmental Seminar: Thursday & Friday Sept 25-26, Bellingham
  - 2. Joint NMTA and WPPA Marina Seminar: Wed. & Thurs. Oct 15-16, Tacoma
  - 3. BARS Accounting for Small Ports: Wednesday Oct 22, Leavenworth
  - 2. Small Ports Seminar: Noon Thurs thru noon Friday Oct 23-24, Leavenworth
- F. Community Trade & Economic Development (CTED)
- G. Holmes Harbor Shellfish Protection District
- H. Puget Sound Partnership

## 7. OLD BUSINESS

- A.

## 8. NEW BUSINESS

- A.

## 9. EXECUTIVE SESSION (if necessary)

## 10. ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

September 10, 2008

Freeland, Washington

**Present at the meeting were:**

Commissioner Lynae Slinden, Clinton  
Commissioner Rolf Seitle, Langley  
Commissioner Geoff Tapert, Freeland  
Ed Field, Port Manager  
Dane Anderson, Port Financial Coordinator  
Molly MacLeod-Roberts, Port Clerk

Jeff VanDerford, South Whidbey Record  
Jack Lynch, Clinton Progressive Association  
Donna Hood, Whidbey Island Writers Assoc.  
Sandy Webb, Whidbey Island Writers Assoc.

**Absent:** None

**1. MEETING CALL TO ORDER:**

The regular meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on September 10, 2008, at the Freeland Library Conference Room in Freeland, WA. Commissioner Seitle, 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 July 9 and Special Meeting of June 25, 2008.
2. Vouchers: Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review. The vouchers so listed and presented are summarized on the attached Voucher Listing (**EXHIBIT A**).

**ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Tapert to accept the Consent Agenda, including authorization of Vouchers #3527 - #3559 in the amount of \$48,392.36 (subsequently revised to \$48,037.52).**

Commissioner Tapert asked about the high electricity bills at Possession, and Ed said that he and Wayne are still investigating the matter. Commissioner Tapert also questioned why GeoEngineers invoice was for the time period of January through July, rather than just one month. Ed explained it is GeoEngineers first invoice to the Port since they began working directly with the Port instead of as a subcontractor to Art Anderson Associates. The

invoice includes the work done on the mitigation plan for the breakwater. Ed said he would encourage GeoEngineers to submit their invoices on a monthly basis in the future.

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

**3. PUBLIC COMMENT – Including Items not on Agenda:**

There was no public comment on items not on the Agenda.

**A. Application for Funds:**

1. Whidbey Island Writers' Association – Advertising for Writers' Conference: Donna Hood and Sandy Webb were on hand to present their Application for Funds (**EXHIBIT B**). Commissioner Slinden noted the Port has supported WIWA in the past and the request for advertising is consistent with requests made by other groups.

**ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Seitle to approve the Whidbey Island Writers' Association's Application for Funds in the amount of \$2,000. The Motion passed unanimously.**

Ed recalled that WIWA had previously discussed tracking the home addresses of the conference attendees in order to evaluate the effect of advertising, on and off of the island. He said information such as "where did you hear about it" would be helpful and the Port would really appreciate it. Hood said they could do that and would report back. She noted that they had established a relationship with Barnes & Noble and hoped to get more attendees through that. Commissioner Slinden suggested WIWA contact Third Place Books as well.

2. Clinton Progressive Association – Oktoberfest Publicity and Marketing: Jack Lynch was on hand to present both of Clinton Progressive Association's Applications for Funds (**EXHIBITS C and D**). Regarding the first, he noted that the Port had provided the same amount (\$600) for last year's Oktoberfest. That money was used to print a very nice handout and to place a matching ad in the newspaper. Last year's Oktoberfest was very successful, with 150 people in attendance. Lynch noted that the Whidbey Island Farm Tour is on the same day from 11 a.m. to 3 p.m., followed by Oktoberfest from 3 p.m. to 7 p.m., and then from 7 p.m. to 10 p.m. there will be a dance at the Deer Lagoon Grange Hall. He described the day as "a continuum of complementary activities" and people will be more likely to come to the island, attracted by the opportunity to participate in multiple activities.

Commissioner Seitle asked if the Association had any idea how many of last year's attendees were from off-island. Lynch said they did not. Commissioner Slinden said the Association had done a really good job of making Clinton "more of a presence on the Island." Commissioner Tapert suggested the Association could ask Oktoberfest ticket buyers for their zip code at the time of purchase, and WIWA could do the same during registration for the conference. He said that information would help the Port show their support resulted in tourism dollars. Both Lynch and Hood agreed to gather the zip code information. Commissioner Slinden added that supporting these groups is also an economic development benefit to the community because it keeps local money here on the Island, as locals attend such events rather than spending their time and money off island.

**ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Tapert to approve the Clinton Progressive Association's Application for Funds for Oktoberfest in the amount of \$600.00. The Motion passed unanimously.**

3. Clinton Progressive Association – Capital Equipment Purchase: Lynch explained that the Clinton Progressive Hall is used for various events, including weddings and Town Hall meetings such as the one last night regarding Puget Sound Energy and a Whidbey Island Public Utility District, which 130-140 people attended. The Hall provides an opportunity to draw more people into Clinton, which desperately needs more commercial/economic development. He said several years ago, they replaced all the tables using their own funds along with grants from the Rotary and the Friends of the Clinton Library. The Association is now seeking to replace all the chairs, and plans on paying for the first 1/3. They hope the Port will provide the second 1/3 and the Friends of the Clinton Library are working on the funds for the final 1/3 of the cost. Lynch said with better facilities, the Association would have the opportunity to attract more diverse types of events to the Hall. He noted that the funds from last year's Oktoberfest were used to provide handicapped access to the restrooms in the Hall and replacement of all the doors so they now meet building code standards. Lynch explained that the Hall is a designated emergency shelter, and the Association hopes to get a grant from PSE to install a permanent generator at the facility in order to help meet the needs of the community. Replacement of the chairs will therefore help meet the community's needs both for events and for emergency services.

Commissioner Slinden said the Port has the funds available for capital improvement, and this is a really good cause for the community as far as emergency services and all the events held there. She suggested that in exchange for approval, the Association could consider allowing the Port to use the Hall when needed for larger meetings. Lynch agreed that was possible and noted that the Association had that type of arrangement with the Clinton Chamber of Commerce. He added that the Association was hosting a town hall informational meeting night on October 14<sup>th</sup> to discuss both the Port's and the Park's ballot propositions.

**ACTION: A Motion was made by Commissioner Slinden and seconded by Commissioner Tapert to approve the Clinton Progressive Association's Application for Funds in the amount of \$900.**

Commissioner Tapert said he was unsure that the request could be considered as a legal use of public funds, since capital improvement is typically a building, etc. Ed said he checked with Port Accountant Chuck Edwards, who concurred that it falls under Capital Funding – Tourism & Business Development as opposed to Admin. Expenditures - Trade Fair/Sponsorships. Other projects that have been funded through the Port's Capital Funding include the Capes Loop Trail, the Freeland sign, the visitor's kiosk, and the Marine Resources Committee signage. Ed said he would call Port Attorney Al Hendricks and ask him to look into the RCWs and render an opinion.

**The Motion was amended to add, "...subject to Port attorney's review of the legality of the expenditure." Commissioner Seitle called for a vote on the Motion as amended, and the Motion passed unanimously.**

#### 4. ACCOUNTANT REPORT:

**A. Financial Statement:** The Commissioners acknowledged the July 2008 Financial Statement, which had been mailed to them previously (**EXHIBIT E**).

**B. 2009 Preliminary Budget and Process/Schedule Review:** Commissioner Slinden said she had reviewed the Draft 2009 Preliminary Budget (**EXHIBIT F**) and tried to come up with a balanced budget, because she felt that the Port's revenues were down significantly. She then proposed taking \$75,000 out of the budget for expenses to make up for the deficit of \$62,000. Her suggested changes were as follows:

1. Freeland Park, Line 85: Either completely delete the \$15,000 or reduce it to half the amount, because the dock maintenance at Freeland is the responsibility of the County and it is not the Port's financial obligation.
2. Major Capital Expenditures, Mutiny Bay Site Incl Planning, Line 43: Commissioner Slinden proposed deleting the \$10,000 because the Port has no current plans for the site and there's a "pretty full plate" this year between the airpark study, the marina and the things at Possession.
3. Major Capital Expenditures, SWH Engineering & Design, Line 46: It is her understanding that the \$100,000 is to get through all of the engineering and design to get the Port through permitting for the entire project. Ed clarified it is for the full Phase I. Commissioner Slinden said if the levy lift passes, they will need to adjust the budget and at that time the full \$100,000 could be included, but right now it could be cut in half to \$50,000 for permitting of just the modified first phase of putting the breakwater in place.

Commissioner Seitle disagreed on reducing Line 46 to \$50,000 due to concern of the length of time permitting takes and the fact that the Port is obligated to improve the boat ramp and position the breakwater at a minimum, even if the levy lift fails.

Commissioner Slinden said she was very concerned about continuing with deficit budgeting. She would like to see a balanced budget. Commissioner Seitle said he doesn't like actual deficits, but if these are really just guesses. He wants to see enough in the budget to at least permit Phase I, and not just the breakwater and the boat ramp. Commissioner Tapert said even if the levy lift fails, the Port is still committed to improving the boat ramp, taking over the marina operations and maintenance, and relocating the breakwater.

Commissioner Tapert said Commissioner Slinden had mentioned something about Possession, and asked her for more details. She asked to finish her comments on the marina first, and explained that reducing line 46 would be for a limited project and \$50,000 would be a more realistic estimate. She is hopeful and positive that the Port has a good chance of seeing the levy lift pass and they can then adjust the budget accordingly.

Commissioner Tapert asked if she hadn't mentioned cuts at Possession, and she said she had not. He said he found it interesting that she had targeted areas that in his opinion were areas of under-investment of capital facilities. He suggested if the Commission is going to make cuts, they should do so across the board rather than focus specifically on certain parts. He recommended putting a cap of \$500 for Commissioner reimbursements, including travel. As far as balancing the budget, he doesn't like deficit spending either, but he doesn't believe it is appropriate use of taxpayer dollars to collect the money and then not use it effectively. He is

not concerned about a \$62,000 deficit given the projects in front of them. Commissioner Slinden said she just didn't like the direction it was going, and Commissioner Tapert pointed out that last year's deficit was significantly greater, so the change is actually moving toward a balanced budget.

Commissioner Seitle was not in favor of reducing the permitting effort for the harbor by 50%. He said the cost for permitting Phase I would be the same as for the full build-out. Commissioner Slinden explained she proposed cutting the amount for engineering and design – not for permitting. Ed said he had spoken with Joe Callahan of GeoEngineers and Greg York of Art Anderson Associates about design scope and the permitting process for the “bare bones Plan B” versus the full Phase I build-out. The biggest difference is in the engineering design fees, not the permit preparation costs. A “Plan B bare bones project” would involve considerably less engineering design than the full Phase I, but the permit prep effort would not be as substantially reduced. He said that you can go into permitting with a bare minimum 15% design and acknowledge a lot more needs to be done, or you can go in with 25% design done with more details and answers. He said it is a judgment call as to whether to put more into it earlier or more into it later, but the permits are more readily processed with more detail included from the outset. Commissioner Tapert believes it is worth going further in design to know exactly what you are going to permit and it is better to permit the whole thing, and pare it down only if necessary.

Commissioner Seitle said reducing the amount is an arbitrary thing to do, and makes it a political budget rather than a real budget.

Commissioner Tapert said if they want to get down to “bare bones” on the budget, he considers the \$8,000 for Clinton Beach & Dock, Maintenance (general), Line 69, to be a big number. Commissioner Slinden said she is not trying to pick on Freeland. Commissioner Tapert said if she hasn't mentioned any other areas where the Board could cut money, and if a balanced budget is the goal, then they should talk about all of the items in the budget. Commissioner Slinden said she doesn't want to include expenses in the budget that are the financial responsibility and obligation of the County, with whom the Port has an InterLocal Agreement. Commissioner Tapert noted that only \$700 of the \$15,000 for Freeland Dock Maintenance in last year's budget was spent, so the \$15,000 in this year's budget is basically just a carryover amount. He added, “Yet this year's budget includes \$8,000 for Maintenance (general) for a brand new facility at Clinton, and I have no idea where that money is going.” He'd like an explanation as to where the \$8,000 is going. Commissioner Slinden said that Clinton Beach is the Port's facility, and therefore the Port is responsible for its maintenance. Commissioner Tapert said if Island County doesn't step up and Freeland dock becomes a dangerous situation, he prefers that the Port spends the money to fix it rather than just say, “It's the County's problem.” Ed explained that last year's budget for the dock was carried over and the maintenance was deferred because the contractor bailed on the project. Currently, \$3,000 of the \$15,000 has been spent to date for dock maintenance. Commissioner Slinden said she has no problem with the Port spending the money to take care of emergency maintenance and repairs, but she strongly feels that the County needs to step up to their obligation.

Commissioner Seitle said there are a number of ways to achieve a balanced budget. He pointed out one would be to look carefully at all the numbers that are simply carryovers from last year and see if they are realistic based on history. Commissioner Tapert asked Ed when the final Budget must be adopted. Ed explained that the typical next step in the process is that the Public Hearing for public input, Commission discussion and approval of a Preliminary Budget is to be conducted at 7 p.m., prior to the Port's regular October 10<sup>th</sup> meeting. The Final 2009 Budget

is then adopted at the regular November meeting, which will occur after the November election, so the Budget can be revised to reflect the election's outcome. The final Budget and Resolution must be submitted to the County by November 30<sup>th</sup>. The Commission agreed to table further discussion until next month to allow more research into how to arrive at a balanced budget. Commissioner Slinden explained that her suggestion to delete the amount from Mutiny Bay in the 2009 budget was based on the fact that the Port has nothing planned in 2009, it could always be put back into the budget the following year. She is only suggesting cutting them from the 2009 budget; she is not suggesting that projects won't happen – just that they are not planned in 2009. Commissioner Tapert said he is not all that concerned with a budget of a 10% deficit, but if they are going to balance the budget, they should lead by example and cap the amount for commissioners' reimbursements.

Commissioner Seitle said the \$85,000 listed as Marina Revenue seemed very conservative, and asked Ed for details on the harbormaster position. Ed and Dane briefly explained the budget amounts for the harbormaster and the potential schedule and salary. Dane agreed that \$85,000 is conservative. Ed agreed that the cost numbers for the marina are high and the revenue numbers are low, and he is hoping there is some cushion in the costs and there is considerably more revenue, but that he is being very cautious in the absence of detailed and/or current records.

The Commission agreed to table further discussion until the October meeting.

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

### **A. South Whidbey Harbor:**

#### **1. Funding Opportunities:**

- a. Rural County Economic Development Fund (RCEDF) Application Status: Ed said Dane has been working on a lot of different funding fronts, a major one being the RCEDF, also known as \$.09 money. Dane said the application was filed prior to the deadline, and he and Ed are scheduled to provide a 15-minute presentation at the next meeting of the Council of Governments in Coupeville at 9 a.m. on September 24, 2008. The Port will be the only applicant presenting at that meeting. Dane said they were told the existing money has not yet been allocated, and he and Ed noted that any background information would be extremely helpful in preparing for the presentation
  
- b. Department of Natural Resources (DNR) Assistance for Wharf and Pile Removal: Dane reported that Lisa Kaufman, DNR's North Sound Restoration Manager, called yesterday to discuss the possible removal of the creosote piles of the Hein dock in Langley. Kaufman said some of their potential projects have dropped off of this year's schedule, so they currently have an opening. Since DNR is working on a project in Tulalip Bay right across Saratoga Passage from Langley, they would like to include the removal of the Hein dock in the Request for Proposals (RFP) for the Tulalip project. Dane said he and Kaufman had talked briefly today of the fact that the removal has potential mitigation credits for the Port. Her response was, "If you want mitigation credits for that, you have to have financial skin in the game." So if the Port wants mitigation credits, they would have to pay DNR for the removal of the piles. Dane also contacted the Washington State Department of Fish and Wildlife (WDFW), but has yet to hear back. He said the Commission needs to decide if the Port wants to take up DNR up on its offer to pull out the Hein dock and lose the mitigation credits that may or may not be needed, or if the Port wants to pay for the removal and utilize the



mitigation credits for the marina project. Since this is a recent development, no quantifiable analysis of cost for removal and type of mitigation credits has been done, so at this point it is simply a judgment call. Commissioner Tapert asked about the timing of the project. Dane said DNR is going to RFP by the end of September, and the work will be done sometime in November, December, and January. DNR has to spend the money by February. Commissioner Slinden asked about the permits, and Dane explained that DNR has a blanket permit for pile removals in Puget Sound, and will just need a shoreline exemption permit for this specific project.

Commissioner Tapert asked about the possibility of requesting DNR to break out the removal of the Hein dock as a separate contract item, and allow the Port to move forward on the opportunity now, but also have the ability to pull the plug when the Port has the additional information of the levy lift outcome, etc. Commissioner Seitle suggested DNR could write the RFP so there are two different bid items in the contract, and Commissioner Tapert agreed and said it would be "free research." Then the Port could see the cost and decide whether or not to pay for it or have DNR pay for it. Ed cautioned that according to Joe Callahan of GeoEngineers, without a project actually in permit with a mitigation plan, even if the Port pays for the removal, getting mitigation credits would be very challenging. Commissioner Slinden asked if DNR could give the Port a waiver of the yet-to-be-calculated mitigation for the temporary placement of the breakwater. Dane said no, not if DNR pays for it, but it might be a possibility if the Port pays for the removal. The Port does not have a project at the Langley marina from a permitting point of view, so if the Hein dock is removed without having a project to apply the mitigation credits to, WDFW will simply say, "that's nice" and the Port will not get any mitigation credits for it.

Commissioner Slinden asked Dane how soon he needs an answer. Dane told Kaufman he'd call her later this week with direction from the Commission. If DNR does remove the Hein dock, they need to spend the money by February 2009. The funding for this program is not guaranteed to continue next year. Commissioner Slinden said the Port has a lot of other potential mitigation with the sunken breakwater and the existing stockade, so if they can get rid of the Hein dock and demonstrate they are trying to get something done on the Langley waterfront, there is some "good political mileage to be had." Commissioner Tapert agreed it would demonstrate to the public that progress is being made.

In response to questions from Jeff VanDerford of the South Whidbey Record, Ed and Dane provided additional explanation of mitigation credits and the importance of timing, etc.

Commissioner Tapert said he was for DNR removing the Hein dock, and the Port can deal with the consequences later. Dane said from the public's perspective, it makes sense to just pull it out and let someone else pay for it, and from a public relations view, the Port would look good. The question is whether the Port can afford that option from a mitigations credit perspective. The Commission directed Dane to request DNR to get two separate bids when they seek RFPs – one for just the Tulalip project and one for the Tulalip project and the Hein dock. Dane will also tell Kaufman that the Port might pay for the removal in order to get mitigation credit for it. He will inform the Board of Kaufman's response.

- c. Critical Infrastructure Funding: Ed said Dane is looking into this, because public access to a deep-water dock facility in Langley would be critical in an emergency situation. There are emergency preparedness grants available from the Federal Emergency Management Agency (FEMA) and other agencies, and if the Port's plan is updated to reflect the need to develop the facility as a critical infrastructure, the Port could qualify for those grants. If the Port and County update their Plans during the fall, they could go after the FEMA grants in the spring.
2. Report on Advocacy Committees (Pro- and Con-): Dane read aloud the Friends of South Whidbey Boat Harbor Report for Commissioners' meeting 9/10/08 (**EXHIBIT G**). The report was submitted by Maureen Cooke, Pro-Advocacy Committee Chair. Dane explained that Ron LaCour, Chair of the Con-Advocacy Committee, "Committee Against No Gas Marina," had telephoned earlier in the day and was unable to attend tonight's meeting because he wasn't feeling well.
3. Harbor Operations:
    - a. Harbormaster Hiring Update, with Moorage as Possible Compensation Component: Ed referred the Commission to the draft Job Description he had prepared (**EXHIBIT H**). With their approval, he hoped to post it within the week. Port Attorney Al Hendricks had recommended the language regarding moorage of the Harbormaster's personal vessel and/or a live-aboard situation be changed to "...**will** also be considered as part of Harbormaster compensation, if applicable," rather than "...**could** also be considered." If the best candidate for the Harbormaster position proposes having his/her boat moored at the marina and working out of his/her boat as an office, it would have a negative impact on revenue, but a positive impact on expenses since the Port would not be paying for a temporary office. Ed suggested it would save money to have the Harbormaster's office on a moored boat rather than a temporary office, and he would like to proceed with that option on a short-term basis as a possibility. He acknowledged that on a long-term basis, the Port would need to have an onshore office for the Harbormaster. The Commission agreed with Ed's suggestion and added that the job description he prepared was very good.
    - b. Winter Moorage, Current Rates & Rental Process: Ed explained the City's current winter moorage agreements run from October through the 3<sup>rd</sup> Friday in April, per the IAC/RCO grant conditions. Dane and Ed recommended they inform the public that the City's current wait list, process and rates will be continued unchanged by the Port for the first 4 months of the year, but will then be re-evaluated and may be changed prior to the next summer and winter seasons. The agreements will be revised to reflect the change from City to Port ownership on January 1, 2009, but the terms will not change. The public will also be notified that once those agreements have expired (3<sup>rd</sup> Friday in April), the Port will place future moorage agreements, rates and processes under review. The Commission agreed with the staff's recommendations.

Dane reported that after combining the Port's and the City's waiting lists for moorage and eliminating duplications, there is now a waiting list for 56 slips. He explained that the next step is to contact those individuals and make sure they wish to remain on the list, and get additional information regarding size of boat, etc. Commissioner Seitle said that should answer the question about demand, and Dane agreed – there are currently only 9 slips theoretically available for permanent moorage after Phase 1 construction.

c. Advertisement in 2009 Waggoner Cruising Guide: Ed reported that the City had been forwarding on all of the listings for the marina, and he and Dane have been updating and renewing them as needed. For the popular Waggoner Cruising Guide, they are updating the listing, but in last year's guide, there was also an ad for the City of Langley – not necessarily for the marina. The City has declined renewal of the ad, so Ed asked if the Commission would like to pick it up for the Port. He explained that he is not inclined to do it, since the cost would be \$850 and he doesn't even have material for a marina ad. He recommended letting it go this year and gear up for next year when they have more information on improvements, etc. The Commission agreed.

**B. Freeland Park:**

1. Dock Repair Scope and Cost Information: Ed explained that each dock segment has 8 rows of 3 stacks of tires underneath it, and the tires are “starting to depart” as the supporting rods corrode in the salt water. So far the dock has lost 2 rows off the end units plus 7 other rows of floatation; averaging about 1 row of floatation per dock section. Up until last year, the Port was doing a replacement program through Hurlen Construction, but Hurlen is no longer interested in providing that service. When the two end units departed earlier this year, Greenbank Metalworks made emergency repairs and replaced one of the stacks to hold it in place. Ed said that new floatation “bin” units have been purchased and Greenbank Metalworks has fabricated steel framing to mount the bins on the end section **(EXHIBIT I)** to provide structure so the bins stay in place when battered by the waves. They will be installed within the month. The cost for that repair is about \$5,000 for materials and about \$1,000 for the installation.

Reid Middleton has done some initial design work in an effort to produce a more environmentally prudent floatation unit than the current Styrofoam filled tires, and Ed said they came up with the very good suggestion of using heavy duty, HDPE black plastic pipe. The pipe could be used vertically to replace a single stack or horizontally to replace an entire row, and with or without feet depending on the type of unit. Unfortunately, the cost for materials alone for the individual stack replacement option would be \$600-\$700, and the cost to do the whole row would be \$900-\$1,000. Installation is not included in those cost estimates.

Ed added that the dock also has condition issues – the deck planking is showing wear and starting to curl and they had to do some emergency nail-downs on it. The docks are about 15+ years old and with the amount of maintenance accruing, it would be good to discuss how much longer maintenance should continue before replacing them using a complete life cycle cost analysis. Since the Port is now looking at \$10,000 worth of maintenance in addition to the emergency repairs, Ed said it makes sense to have that discussion now before doing all the repairs. Since the basic terms of the underlying InterLocal Agreements call for the maintenance to be a County responsibility, Ed summarized the situation in an email to Jeff Tate, Island County Director of Community Planning & Development. Ed also left telephone messages for Tate but has yet to receive a response. He recommended that the Commission should have a discussion with the County rather than charging ahead with further repairs.

Additional discussion followed concerning the dock's design and potential cost of its replacement. Ed said he would let the Commission know when he hears from the County.

**C. Possession Beach Waterfront Park:**

1. Access Improvements – Permitting Update: Ed reported that they are in the final stages of completing the Shoreline Exemption and Master Permit cover sheet to submit to the County. He should have it ready for the County in a week or two.
2. Float Removal Dates: Ed reported that the floats at Possession would be removed on Saturday, October 4<sup>th</sup>, and the floats at Bush Point would be removed on Monday, October 6<sup>th</sup>.

**D. Whidbey Air Park:**

1. Review and Ranking of Consultant Statements of Qualification (SOQ) and Coordination for Negotiation and Authorization: Ed said three SOQs were submitted (**EXHIBIT J**): 1) Airside, Inc., in Greenbank, 2) Reid Middleton – who did the 1988 study of the airpark, and 3) Century West in Portland, OR. He said they are all qualified and he noted that all 3 firms have talked to the Washington State Department of Transportation and are aware that the grant is for \$30,000.

Commissioner Seitle listed his order of preference as #3, #1 and #2, but stated that the local company should have consideration in the spirit of keeping business on Whidbey Island. Commissioner Tapert agreed, and noted that Reid Middleton would require the use of two subcontractors and he felt that was unnecessary. He added that he was somewhat concerned that Airside, Inc. as a “one-man shop” might not be able to meet the year-end deadline. Commissioner Slinden said they are all fine and she had no preference.

**ACTION: A Motion was made by Commissioner Seitle and seconded by Commissioner Tapert to award the work to Airside, Inc.**

Commissioner Tapert reiterated his concern about Airside’s ability to meet the deadline. Dane said the Port could make the contract contingent upon the provider completing the work by a certain date or no payment would be made. The Commission agreed they would require assurance on schedule.

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

**6. ACTIVITIES/INVOLVEMENT REPORTS:**

**A. Economic Development Council (EDC):** Nothing new to report.

**B. Council of Governments (COG):** Commissioner Tapert said Puget Sound Energy had made a presentation at the last meeting, although he noted that he was late.

**C. Skagit-Island Regional Transportation Planning Organization (RTPO):** Commissioner Tapert said the main topics discussed were Sharp’s Corner and the scenic byway signs.

**D. Marine Resources Committee (MRC):** Nothing new to report.

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

1. Environmental Seminar – September 25-26, Bellingham: Commissioner Seitle said the seminar didn’t seem to apply to the Port’s needs, and Ed agreed.

2. Joint NMTA and WPPA Marina Seminar – October 15-16, Tacoma: Ed said he had not received an agenda yet.

3. BARS Accounting for Small Ports – Wednesday, October 22, Leavenworth: The Commissioners agreed that Port Clerk Molly MacLeod-Roberts should attend.

4. Small Ports Seminar – Thursday & Friday, October 23-24, Leavenworth: Given an excellent Agenda, the Commissioners agreed that either Ed or Dane should attend.

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

**G. Holmes Harbor Shellfish Protection District (HHSPD):** Ed reported that he had received a flyer announcing that Holmes Harbor is open to swimming as of today.

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

**7. OLD BUSINESS:**

There were no Old Business items.

**8. NEW BUSINESS:**

There were no New Business items.

**9. EXECUTIVE SESSION:**

The Board of Commissioners went into Executive Session to discuss potential property sales issues at 9:55 p.m. The Executive Session concluded at 10:08 p.m.

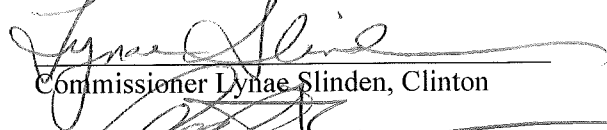
**10. ADJOURNMENT:**

The meeting was adjourned at 10:09 p.m.

Approved:



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Commissioner Rolf Seitle, Langley

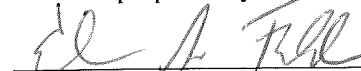


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Commissioner Lynae Slinden, Clinton



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Commissioner Geoff Tapert, Freeland

Minutes prepared by:



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Edwin S. Field, Port Manager

- Exhibit A: Voucher Listing
- Exhibit B: Whidbey Island Writers' Association's Application for Funds for Advertising
- Exhibit C: Clinton Progressive Hall's Application for Funds for Oktoberfest Publicity & Marketing
- Exhibit D: Clinton Progressive Hall's Application for Funds for Capital Equipment Purchase
- Exhibit E: July 2008 Financial Statement
- Exhibit F: Draft 2009 Preliminary Budget
- Exhibit G: Friends of South Whidbey Boat Harbor Report for Commissioners' meeting 9/10/08
- Exhibit H: Draft Job Description for Harbormaster Position
- Exhibit I: Photos of bins fabricated by Greenbank Metalworks for Freeland Dock
- Exhibit J: Statements of Qualifications: Airside, Inc., Reid Middleton, Century West