

Port District of South Whidbey Island

Minutes of the Special Port Meeting

January 15, 2007

Conference Facility at St. Hubert's Church, Langley, Washington

Present at the meeting were:

Commissioner Geoff Tapert, Freeland
Commissioner Rolf Seittle, Langley
Commissioner Lynae Slinden, Clinton
Ed Field, Port Manager
Rich Parker, BigMind Group Project Manager
Helen Price-Johnson, BigMind Group Project Editor
Craig Fleck, BigMind Group Facilitator
Dennis Gregoire, BigMind Group Tech. Consultant

SueEllen White, Citizens Committee
Lynn Swanson, Citizens Committee
John McFarland, Citizens Committee
Jack Lynch, Citizens Committee

Not present:

Marty Behr, Citizens Committee
Cliff Bjork, Citizens Committee
Peter Casale, Citizens Committee
Mikkel Husted, Citizens Committee
Scott Fleming, Citizens Committee

1. MEETING CALL TO ORDER:

The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on January 15, 2007, in the conference room at St. Hubert's Church at 804 Third Street in Langley, WA. On behalf of the Commissioners, Comprehensive Scheme Project Manager Rich Parker called the meeting to order at 9:15 am. The purpose of the Special Meeting was for the Board of Commissioners and the Citizens Committee to hold a facilitated workshop retreat to address and agree upon the draft Mission, Values, and Goals being identified and developed for the Port's new Comprehensive Scheme of Harbor Improvements, as well as other business as may be brought forward. Since the Comprehensive Scheme segments of this Meeting were undertaken as part of the comprehensive planning program, the minutes for those segments are contained within the attached Port Comprehensive Planning Workshop Summary prepared by the Port's consultant facilitator/editor, The BigMind Group **(EXHIBIT A)**.

2. COMMISSIONER – CITIZENS COMMITTEE WORKSHOP RETREAT (part 1):

See Exhibit A Introduction and Section I for Mission discussion (9:15 am – 10:50 am).

3. EXECUTIVE SESSION:

The Port Commission went into Executive Session at 10:50 am to discuss property acquisition issues with consultant Phil Pearl, who joined the Commissioners for the Executive Session only, and then came out of Executive Session at 11:10 am.

4. COMMISSIONER – CITIZENS COMMITTEE WORKSHOP RETREAT (part 2):

See Exhibit A Section II for Values discussion (11:10 am – 12:15 pm).

5. PROJECT ACTION ISSUES:

During the lunch period (12:15 pm – 1:00 pm), the Commissioners addressed Project Action Issues with the Port Manager as follows:

A. Langley:

1. Ramp & Park Project: Port Manager Ed Field referred to an email he had received and forwarded to the Commissioners from Langley's project manager for the Ramp & Park project, Bob Snyder. **(EXHIBIT B)** He summarized the email's content, noting that the InterAgency Committee for Outdoor Recreation (IAC) has apparently located additional funding which could increase the grant amount for the Ramp & Park project. According to the email from IAC project manager Kammie Bunes, an additional \$32,000 in funding is available if the (Port's) sponsorship amount is increased by \$25,800. Ed noted that while the ability to "invest" \$25,800 in order to increase project funding by almost \$60,000 is very appealing, Bunes has also stated that the additional funding would not be intended to just cover the extreme inflation in construction bid costs since the time of the 2005 estimate, but should also allow for additional work to be accomplished, such as the paving deleted earlier by City decision to cut costs. Ed noted his concern that the project could become encumbered by additional requirements which the additional funds might not be sufficient to cover. Since there has been no formal documentation yet received, Ed noted that he was just requesting initial Commissioner response at this time. After discussion, the Commissioners agreed to increase the Port's sponsorship funding to meet the \$25,800 match requirement with two conditions: 1) the additional Port funding is to be considered within the current discussions with Langley regarding the disposition of the marina facility, and 2) the required scope of the project should not be expanded, although the Commissioners agreed that it would be their expectation to complete the deleted work (such as paving) as funding allows.

2. Marine Engineering for Breakwater Relocation: Ed referred to the draft "Proposed Tasks for Breakwater Float Relocation Engineering Proposals" (dated 1/15/07) which he had previously transmitted to the Commissioners **(EXHIBIT C)**. He said that he had tried to identify specific tasks for research and engineering by marine engineering consultant Art Anderson Assoc (AAA) which could be needed in the next six months to be prepared to accept the breakwater floats: 1) Review of temporary storage parameters as proposed by current Port of Bremerton bidders, 2) Evaluation of potential storage options, and 3) Evaluation of breakwater relocation options. Ed said that he was planning to ask for separate costs for each of the three tasks from AAA, and noted that proceeding immediately with the first task would be his strong recommendation. The Commissioners agreed that the proposals should be sought, and said they would evaluate the cost proposals and determine whether to proceed as soon as possible. Commissioner Seitle added that he might send a few comments to Ed on the task scopes after further review.

B. Bush Point Boat Launch:

1. Storm Damage Update: Ed said that he had been in extensive contact with Wa. Dept. of Fish & Wildlife (WDFW) project manager Kristen Kuykendall regarding the extensive damage experienced during the January 5-6 and 8-9 storms. He said that Kristen had already obtained emergency permitting which enabled the Port's contractor to install sandbagging to protect the storm-damaged north shore of the property. However, Ed reported that the damage to the boat and pedestrian ramp structures was much more significant, and WDFW personnel and designers will be conducting a site investigation on January 24. It was agreed that Commissioner Tapert would join Ed at that noon meeting, and Ed was also directed to continue discussions with Port Attorney Al Hendricks regarding the Port's options for partial or conditional acceptance of the facility or even full cancellation of the underlying Agreement. However, the Commissioners agreed with Ed's recommendation to see how WDFW responds to these setbacks before taking further action.

6. COMMISSIONER – CITIZENS COMMITTEE WORKSHOP RETREAT (part 3):

See Exhibit A Section III for Goals discussion (1:00 pm – 4:00 pm).

ADJOURNMENT- The Special Meeting was adjourned at approximately 4:00 pm.

Approved:

Minutes prepared by:

Commissioner Geoff Tapert, Freeland

Edwin S. Field, Port Manager

Commissioner Rolf Seitle, Langley

Commissioner Lynae Slinden, Clinton

Exhibit A: "Port Comprehensive Planning Workshop Summary", The BigMind Group, dated 1/17/07
Exhibit B: "Langley Ramp and Park Project" email from Bob Snyder, dated 1/11/07
Exhibit C: "Proposed Tasks for Breakwater Float Relocation Engineering Proposals", draft dated 1/15/07