

PORT COMMISSION OF THE PORT OF EDMONDS
MINUTES OF REGULAR MEETING

January 26, 2009

Commissioners Present

Bruce Faires, President
Mary Lou Block, Vice President
Marianne Burkhart, Secretary
Fred Gouge
Jim Orvis

Staff Present

Marla Kempf, Deputy Director
Tina Drennan, Finance Manager
Debbie Eckholt, Landscape Coordinator

Others Present

Bradford Cattle, Port Attorney
Theresa Ocfemia, Student Rep.
Karin Noyes, Recorder

CALL TO ORDER

Commission President Faires called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

All those in attendance participated in the Pledge of Allegiance to the American Flag.

CONSENT AGENDA

The Commission modified the agenda by moving Resolution Number 09-02 Authorizing the Decrease of Port Imprest Funds (Item V.C) to the Consent Agenda as Item III.L.

COMMISSIONER BURKHART MOVED THAT THE CONSENT AGENDA BE APPROVED TO INCLUDE THE FOLLOWING ITEMS:

- A. APPROVAL OF AGENDA AS AMENDED.**
- B. APPROVAL OF DECEMBER 29, 2008 COMMISSION MEETING MINUTES.**
- C. APPROVAL OF JANUARY 5, 2009 SPECIAL MEETING MINUTES.**
- D. APPROVAL OF JANUARY 7, 2009 SPECIAL MEETING MINUTES.**
- E. APPROVAL OF JANUARY 12, 2009 COMMISSION MEETING MINUTES.**
- F. APPROVAL OF \$126,397.42 FOR DECEMBER ELECTRONIC TRANSFERS.**
- G. APPROVAL OF CHECK NUMBERS 67224 IN THE AMOUNT OF \$1,352.72 FOR PAYROLL.**
- H. APPROVAL OF CHECK NUMBERS 67228 THROUGH 67256 IN THE AMOUNT OF \$43,926.34 FOR PAYROLL.**

- I. APPROVAL OF CHECK NUMBERS 67257 THROUGH 67298 IN THE AMOUNT OF \$209,891.88 FOR ACCOUNTS PAYABLE.**
- J. APPROVAL OF CHECK NUMBERS 10848 THROUGH 10858 IN THE AMOUNT OF \$30,688.86 FOR HARBOR SQUARE ACCOUNTS PAYABLE.**
- K. APPROVAL OF RESOLUTION NUMBER 09-01 – SURPLUS DECLARATION**
- L. APPROVAL OF RESOLUTION NUMBER 09-02 – AUTHORIZING THE DECREASE OF PORT IMPREST FUNDS**

COMMISSIONER GOUGE SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY, WITH COMMISSIONERS BLOCK AND FAIRES ABSTAINING FROM VOTING ON ITEM B AND COMMISSIONER ORVIS ABSTAINING FROM VOTING ON ITEM E.

PUBLIC COMMENTS

No one in the audience expressed a desire to address the Commission during this portion of the meeting.

FUEL DOCK POINT-OF-SALE AND PAY-AT-THE-PUMP SYSTEMS

Ms. Kempf reviewed that the Port implemented a point-of-sale and pay-at-the-pump system at the fuel dock in 1999, which allowed tenants to fuel after hours. Since that time, staff has been struggling to repair and maintain the system. It is not very reliable and crashes often, forcing staff to ask all customers to stop fueling while they restart the program or reboot the computer. Staff has tried to work with the system's vendor to repair and maintain the system, with little or no improvement. The original designers of the program left the company years ago, and the vendor's current staff has been unable to resolve the issues. She advised that after extensive research, staff is recommending the Commission authorize the purchase of two new systems from Mascott Equipment.

Ms. Drennan advised that Mascott Equipment has recommended a combination of two systems. The Gasboy system would allow properly trained tenants to self fuel. The Ruby system would serve the Port's fuel dock point-of-sale needs and would allow customers to pay by cash, check, or credit card. Tenants who wish to charge their tenant account would use the Gasboy system. She explained that one system would not allow both point-of-sale and pay-at-the-pump features because if either of them allows credit card transactions at the point-of-sale, it also has to be allowed at the pay-at-the-pump. With the current environmental restrictions, it does not appear the Coast Guard would relax the requirement for restricting self fueling to properly trained users.

Commissioner Orvis inquired if both the systems would work on all of the dispensers. Ms. Drennan said that is her understanding. She noted that no changes would be required to the Port's current dispensers. The systems would turn on the dispensers and either charge the cost to the tenant's account or require the customer to go in the office and pay with cash, check or credit card.

Commissioner Orvis asked about the warranty that would come with the systems. Ms. Drennan answered that the service contract would cover technical support from off site, and assistance should be available within the hour. If they need to come on site, the Port would be charged an hourly rate. She noted that the service contract would be renewed on an annual basis.

Commissioner Faies asked if staff is confident that Mascott Equipment would be absolutely responsible for integrating both of the systems and resolving any inconsistencies that might come up. Ms. Drennan answered that she would double check to make sure the two systems are compatible.

Commissioner Burkhart noted that staff is requesting approval of \$50,000, when the actual cost of the two systems would be \$45,928.06. She asked if the contract includes the cost of training. Ms. Drennan said the additional

amount would be a contingency to cover variations in price. The cost of training staff was included as part of the proposal.

Commissioner Orvis requested clarification regarding the “terms and conditions” outlined in the proposal. Ms. Drennan said her understanding is that these are standard conditions and terms. She clarified that, in this situation, an engineer would be unnecessary because everything is already plumbed. Mascott Equipment only has to run the wires through. Commissioner Orvis summarized that the proposal is an equipment quote, and Mascott Equipment would exclude themselves if something goes wrong with the pipes and other equipment that they were not involved with. Commissioner Faies expressed concern that if the Port were to accept the terms and conditions as proposed, the supplier could claim that a future problem is related to the equipment installed by someone else, and they would have no one responsible to resolve the problem. To address this concern, the Commission agreed it would be appropriate to approve the proposal subject to the Executive Director verifying the terms and conditions and how they would be applied.

COMMISSIONER BURKHART MOVED THE COMMISSION DIRECT THE EXECUTIVE DIRECTOR TO PROCEED WITH PURCHASING THE SYSTEM PROPOSED BY MASCOTT EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$50,000, SUBJECT TO THE EXECUTIVE DIRECTOR VERIFYING THAT THE CONTRACTOR IS RESPONSIBLE FOR THE OPERATION OF THE INTEGRATED SYSTEM, LESS THE MECHANICAL DEVICES ALREADY IN PLACE, WHICH ARE THE RESPONSIBILITY OF THE PORT. COMMISSIONER GOUGE SECONDED THE MOTION.

Commissioner Gouge summarized it is important that staff have a clear understanding of who would be responsible for correcting problems. Commissioner Faies asked staff if they are confident that Mascott Equipment would remain in business and maintain their ability to service the new system. Ms. Drennan pointed out that the company has been in business for a number of years. In addition, it is important to note Mascott Equipment does not make the equipment; they are a service provider. There are many other vendors that service the proposed equipment.

THE MOTION CARRIED UNANIMOUSLY.

NORTH PARKING LOT LANDSCAPE PROJECT

Ms. Kempf reviewed that in 2008 the Commission approved a three-phase program for landscape upgrades and improvements. Phase 1 was completed last year, with the upgrade to the mid marina parking area. Phase 2 is the proposed removal of trees and shrubs in the north parking area (between the Administration Building and the Landing Building). She noted the Port budgeted \$70,000 in 2009 for landscape improvements, which include this project. She recommended the Commission authorize staff to submit for bids for Phase 2A and 2B of the Port’s Landscape Improvement Program. This would enable the project to be done in the spring, in conjunction with the construction of the new Edmonds Yacht Club (EYC) Building. She added that staff has already visited the area with representatives from the EYC to discuss how they could best coordinate the two projects.

Commissioner Block pointed out that although Phase I of the Landscape Improvement Program was completed last year in the mid marina area, the curbing must still be replaced. Ms. Eckholt noted that this work would be done in the spring.

COMMISSIONER ORVIS MOVED THE COMMISSION AUTHORIZE THE EXECUTIVE DIRECTOR TO SUBMIT FOR BIDS FOR PHASE 2A AND 2B OF THE PORT’S LANDSCAPE IMPROVEMENT PROGRAM. COMMISSIONER BLOCK SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Mr. Cattle left the meeting at 7:25 p.m.

HARBOR SQUARE QUARTERLY REPORT

Steven Lyon, Northwest Property Management, advised that Jan Conner was on medical leave, so he would present the Harbor Square 4th Quarter Report on her behalf. He specifically noted the following items:

- The Property Manager attended two Commission Meetings and three Port All-Staff Meetings during the 4th Quarter.
- One late notice was sent to a tenant, identifying a past due amount of \$424.13.
- A security deposit in the amount of \$811.76 was refunded to a month-to-month tenant in Building 2.
- A security deposit in the amount of \$400.00 was received from a month-to-month tenant in Building 2.
- Rent abatement of \$3,913.91 was given to a tenant in Building 3 for September and was taken in October.
- As far as defaults, one tenant owes \$845.00 after the security deposit was applied, and another tenant owes \$2,791.74 and has filed for bankruptcy. A third tenant has gone out of business and currently owes \$136.27. This business was purchased by another company and the difference was the original security deposit that was on file versus the rent increase. A fourth tenant owes \$12,696.69. However, this tenant is current with rent for December and the January payment was also on time. Notice was received that they would start making payments on January 9, and the property manager followed up with a letter on January 15th indicating they need a full schedule of all arrears and when payments would be made.
- There was a 1-year lease extension for space in Building 2, three 2-year lease extensions for space in Building 2, two month-to-month lease extensions in Building 2, and three 1-year lease extensions for space in Building 3.
- New carpet was provided in the reception area only of Building 2, Space B-2.
- One tenant in Building 2 left, and this space (next to Las Brisas Restaurant) is desirable and should be leased soon.
- Occupancy at the end of the 4th Quarter was 66.76%.
- An asphalt patch was placed in front of Buildings 5 and 2.

Commissioner Gouge expressed concern that there was no broker activity during the 4th Quarter. Mr. Lyon agreed, but noted that the 4th Quarter is not typically a desirable time for businesses to move to new spaces. He suggested there may now be some businesses who want to downsize into smaller spaces, but he cautioned that the Port should scrutinize these prospective tenants carefully given the current economic climate.

Commissioner Orvis asked how the Harbor Inn fared in the 4th Quarter. Mr. Lyon answered that, overall, the hotel industry has scaled down but is holding its own, which is the case with the Harbor Inn. While the pool currently operates on a seasonal basis, they are considering the option of opening it year round in the future.

Commissioner Burkhart asked for more information about why the Harbor Square Athletic Club paid less during the 4th Quarter of 2008 than they did during the 4th Quarter of 2007. Mr. Lyon agreed to research this issue and report back to Port staff.

Relative to the current occupancy rate at Harbor Square and the economy, Commissioner Faires asked if there is anything else the Port could do to improve the situation. Mr. Lyon answered there is really no additional action the Port could take at this time. He pointed out that the performance of other leasing agents in the area is also down across the board. Commissioner Faires referred to Mr. Lyon's earlier comment that existing companies may be seeking to downsize to smaller spaces. He asked if it might be possible for the Port to capitalize on this trend. Mr. Lyon said he does not anticipate that a significant number of existing businesses in Edmonds would be in this situation. He said he made the comment to caution that the Port should carefully scrutinize the finances of these companies to make sure they are healthy before entering into a lease agreement with them. Commissioner Block suggested Harbor Square might also be appealing to businesses outside of Edmonds who are interested in downsizing. Mr. Lyon expressed his belief that not many businesses in this economic climate would want to move away from their current location. Most want to keep their infrastructure intact and pare away the additional space they don't need. Also, because commercial property owners on Highway 99 are lowering their lease rates significantly, the

Port's ability to lease space at Harbor Square could be directly impacted. He cautioned the Port against lowering their lease rates too dramatically since it would take a while to ramp them back up when the economy improves.

Commissioner Gouge asked Mr. Lyon to share comments the Property Manager has heard from tenants regarding the improvements the Port has made to the property. Mr. Lyon said they have not received a lot of input. All of the improvements the Port has made to the buildings have certainly been positive, but preventative maintenance does not usually get applauded. However, they have not received negative comments, either.

PORT QUARTERLY REPORT

Ms. Kempf reviewed the 4th Quarter Report and specifically noted the following:

- There were extreme fluctuations in fuel prices during the 4th Quarter 2008, which resulted in a 24% increase in the total gallons pumped, compared to 2007.
- Round trip launches decreased by 23% compared to 4th Quarter 2007.
- Guest moorage usage decreased by 8% in the number of boats and 18% in the number of nights compared to 4th Quarter 2007.
- Waitlist applications and total number of names on the waitlist are both decreasing. However, the total number of terminations for the year remained constant. Commissioner Orvis pointed out that in 2006 and 2007 Shilshole Bay and Everett were doing renovation work. Now a large number of slips have opened in those marinas. Commissioner Burkhart added that both Shilshole Bay and Everett currently have vacancies. Ms. Kempf said their vacancies are slightly higher than they anticipated, and she agreed that these new slips have had an impact on the Port's waitlist.
- Vacancies are increasing slightly, most likely due to small slip availability and an increase in the number of turn downs.
- The number of vessels for sale in the marina is rising, but not at an alarming rate given the current economic conditions.
- Workyard lay days show a substantial increase in 4th Quarter 2008 compared to 2007. This was primarily due to five of the 41 vessels utilizing the workyard which comprised 47% of the lay days.
- The number of wastewater treatments increased from 11 in 2007 to 32 in 2008. The number of gallons treated also increased. This change is not due to an increased number of pressure washes but to the Department of Ecology's requirement that the Port send all stormwater in this area to the sanitary sewer. Staff collected data to figure out how much this change has cost the Port. Without considering wear and tear on the treatment facility, the cost of treating the water, as well as the clay they purchase, was not really that much more than the previous year even though the gallons treated was significantly increased. Fortunately, the Port did not have to clean the vault as often, and this resulted in a cost savings.
- The average annual occupancy for 2008 was lower than previous years, but it is still in the 90% range and considered good for a dry storage facility in the Northwest. It is typical for some dry storage tenants to take their boats out over the winter, and then obtain a new space in the spring.
- The Port's Security Supervisor of 14 years retired on December 31, 2008, and the Port's Graveyard Security Officer was promoted to the position. A new Graveyard Security Officer was hired, as well.

Commissioner Faires asked if staff has any information to indicate when the new ethanol gas would be delivered to the Port. Ms. Kempf answered that she has not heard when the refineries in Anacortes would switch to ethanol, and their fuel supplier has not provided any firm information, either. However, the Port's equipment has been certified for ethanol fuel, and the fuel lines have been replaced. When the Port receives notice of the change, staff would send letters to all tenants educating them on the use of ethanol fuel. She noted that some refineries have indicated they might offer premium fuel instead of ethanol. That means the Port could choose to dispense premium fuel for as long as possible instead of switching to ethanol.

Commissioner Burkhart inquired if tenants or guests have complained to staff about there being no laundry facilities at the Port. Ms. Kempf answered that no complaints have been received to date. She noted that staff is in the process of changing the Port's advertisements to indicate that laundry facilities are nearby but not on site.

Ms. Kempf reminded the Commission that on November 10th they agreed to go through the 3rd Quarter Report and identify data and other information that could be eliminated and/or provided on a yearly basis, instead. She referred the Commission to the recap staff prepared to illustrate their comments. The Commission reviewed the Marina Operations Statistics on Page 5 of the Staff Report. They agreed that staff should continue to collect the data for the managers' information and notify the Commission of exceptional or unusual deviances.

The Commission referred to the Insurance and Registration Update and discussed whether or not it was necessary to provide this information to the Commission on a quarterly basis. Commissioner Block said it is helpful to receive frequent insurance and registration updates so they can consider opportunities for the Port to be more effective in obtaining this required information from tenants. Ms. Kempf pointed out that insurance policies change on a daily basis, and all tenants are required to renew their registrations in June. Therefore, she suggested that the second quarter would probably not be the best time to provide this report. She suggested it might be more helpful to prepare the report on an annual basis.

Rather than a lengthy report with a lot of data, the Commission agreed it would be most helpful for staff to prepare a summary report that identifies any unusual or exceptional trends or if staff foresees a problem. For example, the Marina Operations Statistics could provide quarterly numbers for the fuel dock, launcher and guest moorage. These numbers could be compared with the same quarter the previous year. All other information that is currently provided on the report could be eliminated. The Commission agreed that staff could stop reporting fuel price data on a quarterly basis, unless they feel a need to bring something unusual or exceptional to the Commission's attention. They agreed that staff could make a decision about whether or not they continue to collect the data.

Commissioner Orvis referred to the matrix on Page 2 of the Staff Report, which provides a brief summary of the moorage data. He suggested that this matrix provides all the information the Commission needs on a quarterly basis. The additional data that is provided for the different moorage categories is probably not useful for the Commission. The remainder of the Commission agreed and added that the written summary provided on Pages 2 through 4 of the Staff Report is really all the information they need on a quarterly basis.

The Commission directed staff to consider the comments provided by the Commission as they prepare the 1st Quarter Report for 2009. Once the draft report has been prepared by mid April, a subcommittee of Commissioners (Orvis and Gouge) would meet with staff to review the report and recommend final changes before it is presented to the Commission at their last meeting in April.

COMMISSION MEETING SCHEDULE

Ms. Kempf reviewed that the February 9th meeting agenda would include a discussion of the Commission's 2009/2010 Goals, presentation of the 2008 Year End Financials, and review and approval of the Edmonds Yacht Club's Building Proposal. It was noted that the meeting schedule should be updated to indicate that the Pacific Coast Congress (PCC) of Port Managers and Harbor Masters Conference is scheduled for April 14th through 17th in Newport. The Washington Public Port Association (WPPA) Spring Conference is scheduled for May 13th and 14th in Pasco. Commissioner Orvis indicated he plans to attend the PCC Conference, and Commissioners Gouge and Faires indicated they plan to attend the WPPA Conference.

EXECUTIVE DIRECTOR'S REPORT

Ms. Kempf reported that the Executive Director was notified by Burlington Northern-Santa Fe (BNSF) that they would be placing markers for their construction project that would start in about 30 days. Ms. Kempf contacted Terry Finn, the Director of Public Relations for BNSF, he indicated the Port would have at least 60 days. Ms. Kempf also conducted a walk through of the area with Stephen Clifton, Edmonds Community Services Director. After the markers were put down, Commissioner Faires also did a walk through with Mr. Yeager. Both groups agreed it is very difficult to read the drawings and the markers. As a result, staff has requested that BNSF provide the Port with drawings of their proposal. Mr. Finn indicated that BNSF is not ready to release their drawings or plans at this time because they want to make sure the markers are exactly where they need to be. BNSF's current plan is to have a meeting of all interested parties the first week of February, and both the City and the Port has indicated a desire to participate.

Ms. Kempf further reported that based on the latest email from Mr. Finn, the markers on the east side of Admiral Way indicate the location of the fence, and the markers on the west side of the road identify the right-of-way. It appears that BNSF is considering the possibility of having to relocate the lanes on Admiral Way by a small degree. The e-mails from BNSF further indicated that the proposed plan might impact four spaces in the dry storage area. However, the Port's biggest concern is the impact the proposal would have on their east lot and Admiral Way. Staff would continue to iron out the details, and it appears it would likely be more than 30 days before the project gets underway.

The Commissioners discussed that Sound Transit has put up a sign at the entrance to the Fishing Pier Parking Lot (currently owned by both the City and the Port) identifying the lot as a place for commuter train parking, but there was never any permission from the Port and/or the City to use this lot. Ms. Kempf agreed to look into the situation. Ms. Drennan pointed out that the Port has not yet received payment from Sound Transit for their use of another Port parking lot in January. (Note: Payment has since been received.)

Ms. Kempf reported on the following additional items:

- The Department of Ecology's Boatyard Permit Meeting in December was cancelled because of snow. The meeting has been rescheduled for January 28th in Everett. Commissioner Orvis would attend the meeting on behalf of the Port, and staff has outlined some talking points related to the new boatyard permit requirements.
- The Port has awarded a contract to print the books and bags for the Destination Port of Edmonds Program, and the new materials should be available by mid February. Close to 70 businesses are participating in the program this year, and four yacht clubs are scheduled to visit the Port during February.
- The Seattle Boat Show started on January 23rd. While the event is smaller this year, it is still the largest on the west coast. The Port's booth is located in the east hall, which is the location they had a few years ago, and the Port is participating in a joint promotion with other marinas for a grand prize drawing of a \$500 shopping spree with West Marine. While the location is not what staff had hoped for, they have made a lot of good contacts and retailers have indicated that boat sales are up.
- Ms. Borth is working to set up a meeting with the Port Commission's Property Committee and representatives from the Edmonds Yacht Club (EYC) sometime the first week of February.
- Staff conducted a walk through with representatives from the EYC to coordinate utilities and landscape plans. The EYC has assured staff they will work with the Port to make sure everything works out properly.
- The Edmonds Architectural Design Board reviewed the EYC's Building Design and forwarded their recommendation to the Hearing Examiner. The appeal period on the Board's recommendation ends on February 1st.
- The MAX Foundation has provided the Port with a schedule of when they plan to install the new artwork. They would like to have an opening ceremony to celebrate the new piece sometime between April 16th and 23rd. The Commissioners would be asked to attend the event, and refreshments would be provided. In March, staff would work with various businesses impacted by the project to figure out the installation details.
- The Marina Operations Office Remodel Project has nearly been completed, with just a few small details remaining. Staff is pleased with their new facility. It appears the project will come in a little under budget.

- A special dinner has been scheduled on February 4th at Arnies Restaurant to honor Dennis Olson, the Port's former Security Supervisor who retired on December 31st. Commissioners who are interested in attending the event should notify staff.

COMMISSIONER COMMENTS AND COMMITTEE REPORTS

Commissioner Orvis requested a status report on the updated Commission Travel Resolution. Ms. Drennan explained that this project is on her to-do list. Once she has completed the 2008 Financial Report, she would complete her work on the travel resolution.

Commissioner Orvis requested that Ms. Drennan meet with the Audit Committee (Commissioners Block and Orvis) before the audit debriefing to discuss the exit items. Ms. Drennan agreed to schedule this meeting as soon as possible.

Commissioner Orvis asked for a status report on Mr. Danberg's progress in completing his on-line course. He noted that he and Ms. Kempf both received \$150 awards to pay for the class. Ms. Kempf reported that she hasn't heard feedback from Mr. Danberg regarding the course, but she would continue to encourage him to take advantage of the opportunity.

Commissioner Gouge reported on his attendance at the Edmonds City Council Meeting at which they elected Strom Peterson to fill the vacant City Council Position.

Commissioner Gouge reported on his plans to attend the Snohomish County Economic Development Council Breakfast Meeting on January 28th at the Comcast Center in Everett.

Commissioner Block reminded the Commission that at the last meeting they approved the document titled, "Waiver of Notice of Special Meeting," which authorizes the Commission to schedule and conduct special meetings in the absence of a Commissioner. She suggested that rather than requiring the Commissioners to sign the document for each special meeting, maybe they could sign a document that would be valid for the entire year. Commissioner Faires agreed that would make more sense. They directed staff to request feedback from the Port Attorney.

Commissioner Block referred to a comment she made in the minutes of the January 5th joint Port Commission/Woodway Town Council Meeting that the marine industrial uses originally located on Harbor Square property were not popular with the citizens. She clarified that she meant the property was too valuable and the industrial users felt they needed to move further away from the waterfront.

Commissioner Block announced that the Port received 45 hits on their website that advertises the Executive Director position.

Commissioner Burkhart reported on her attendance at the recent Snohomish County Economic Development Council (EDC) Meeting, where a representative from Horizon Air announced that they would propose to initiate commercial service at Paine Field by October of 2009. They would like to start by offering four round trips daily to Portland and two to Spokane. She recalled the Port Commission has abstained from taking a position regarding the commercial use of Paine Field. At the meeting it was announced that money has been identified as part of the Economic Stimulus Package for resurfacing the main runway. However, the Federal Aviation Administration has made it clear that in order to be eligible for the funding, there can be no discrimination in regards to commercial air uses. She further reported that the EDC anticipates they would receive less funding from the private sector in 2009, and the State is proposing to cut the \$300,000 grant they received last year. They are working with other areas of the legislature in the attempt to avoid this cut.

Commissioner Burkhart reported that she attended the last meeting of the Edmonds Sea Scouts, where it was noted the scouts are behind in the work they do for the Port to compensate for their dock space. Skipper Makin is busy with his work, and has not been able to keep track of the work time. However, he has done a terrific job working with the youth. The adults who oversee the Sea Scout Program are working to find an assistant and they have several candidates in mind. She noted that both she and Commissioner Orvis would need to complete the basic scout

training course. She also noted that Sea Scout representatives are working at the Port's booth at the Seattle Boat Show.

Commissioner Faires reported that he attended the Edmonds City Council Meeting at which they elected a new City Council Member. He said he also attended the Architectural Design Board's (ADB) review of the EYC's building design. The ADB expressed enthusiasm for the City to find a way to allow additional height for the lighthouse feature that is proposed on the northeast corner of the new building. They felt it would be nice to allow it to extend five to eight additional feet so the lighthouse concept could be expanded and become an icon for the City. They went on record that they would be willing to forward a letter of support to the City Council. The EYC indicated their desire to move forward with a proposed design that meets the current height restriction, and then come back at a later date with a request to modify the zoning requirements to allow a greater height to accommodate the lighthouse feature. The ADB also recommended that the landscaping on the south side of the building be significantly expanded. However, this would either require that the building location be adjusted to the north or that parking be eliminated, neither of which would likely be favorable from the Port's standpoint. An ADB Member suggested the EYC discuss this issue with the Port. The EYC indicated they would be willing to significantly enhance the landscape plan for the area, using the 18-inches currently proposed. The designs would be presented for a hearing before the Hearing Examiner on February 6th, and the EYC would present their updated plans to the Commission on February 9th. He summarized that the ADB liked the proposal and felt the building would add character to the waterfront area.

Ms. Ocfemia reported that some students at Edmonds/Woodway High School have expressed their opposition to the concept of closing Yost Pool. Council Member Wambolt clarified that the City does not currently have any plans to close Yost Pool.

ADJOURNMENT

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Marianne Burkhart
Port Commission Secretary