

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
WORKSHOP and SPECIAL MEETING**
Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, January 22, 2013 at 3:00 p.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMP SCHEME AND STRATEGIC PLAN RFQ RESPONDENT INTERVIEWS** (3:00 – 5:00 P.M.)
Interview with Makers Architecture and Urban Design, LLP (3:00 – 3:45 P.M.)

Break (3:45 – 4:00)

Interview with Qvigstad & Associates, Inc. (4:00 – 4:45 P.M.)

Debrief (4:45 – 5:00)

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

January 22, 2013

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Dennis Gregoire (Freeland) and Chris Jerome (Langley)

Others Present:

Port Staff: Ed Field (Port Operations Manager), Angi Mozer (Port Finance Manager) and Molly MacLeod-Roberts (Port Clerk) **Others:** Julie Bassuk & Gerald Hansmire (Makers Architecture and Urban Design LLP) and Kari Qvigstad & Lisa Key * (Qvigstad & Associates, Inc.)

**attended via telephone conference*

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, January 22, 2013, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for Commission and Staff interviews of potential Comprehensive Scheme and Strategic Plan consultants. Although the Meeting was of course open to the public, it was specifically scheduled for the interviews and for detailed Commission and Staff discussion, and public participation was not on the Agenda.

Commissioner Gordon, President, called the Special Meeting to order at 3:00 p.m., followed by the Pledge of Allegiance.

COMPREHENSIVE SCHEME AND STRATEGIC PLAN REQUEST FOR QUALIFICATIONS (RFQ) RESPONDENT INTERVIEWS:

Interview with Makers Architecture and Urban Design, LLP: Julie Bassuk (Partner) and Gerald Hansmire (Partner) were on hand to present Makers' response to the Port's RFQ (**EXHIBIT A**) via a PowerPoint presentation. The 15-minute presentation was followed by a 30-minute Q&A period.

There was a ten-minute break from 3:45-3:55 p.m.

Interview with Qvigstad & Associates, Inc.: Qvigstad & Associates' response to the Port's RFQ (**EXHIBIT B**) was presented via PowerPoint by Kari Qvigstad (CEO) and also by Lisa Key (Senior Planner) who attended by telephone conference. Their presentation ran from 3:55 p.m.-4:15 p.m. and was followed by a 25-minute Q&A period.

At the conclusion of the interviews, Commission and Staff had a short debriefing session. No action was taken.

ADJOURNMENT: The Special Meeting was adjourned at 5:00 p.m.

Approved:



Commissioner Curt Gordon, Clinton




Commissioner Dennis Gregoire, Freeland



Commissioner Chris Jerome, Langley

Minutes reviewed by:



Edwin S. Field, Port Operations Manager

Exhibit A: Makers' Statement of Qualifications

Exhibit B: Qvigstad & Associates' Statement of Qualifications