

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING**

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, February 25, 2014 at 7:30 p.m.

AGENDA

CALL TO ORDER and PLEDGE OF ALLEGIANCE

DISTRICT 2 (LANGLEY) COMMISSIONER VACANCY
Commission Interviews of Potential Candidates

EXECUTIVE SESSION
Discuss Qualifications of Commissioner Candidates

APPOINTMENT OF PORT COMMISSIONER DISTRICT 2 (LANGLEY)

PORT ORGANIZATIONAL STRUCTURE

SOUTH WHIDBEY HARBOR PHASE 1 CONSTRUCTION

POSSESSION BOAT RAMP RENOVATION PROJECT

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

February 25, 2014

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton) and Dennis Gregoire (Freeland)

Note: District 2 (Langley) seat was vacant

Others Present

Port Staff: Angi Mozer (Port Finance Manager)*, Dane Anderson (Management Consultant), Molly MacLeod-Roberts (Port Clerk), and Wayne & Laura Nance (Possession Park Managers)

*Mozer arrived at 8:20 p.m.; following the Langley Design Review Board meeting

Others: Celeste Erickson (South Whidbey Record), Langley Residents: Ed Halloran and Dean Enell

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, February 25, 2014, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for the Commission to interview potential candidates for the Commissioner District 2 Langley position, discuss candidate(s) qualifications in Executive Session, and appoint the Commissioner. Additional purposes for the Meeting included Commission and Staff review and discussion of the Possession Boat Ramp Renovation Project and the South Whidbey Harbor Phase 1 Construction Project. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on the specific issues listed and public participation was not on the Agenda.

Commissioner Curt Gordon, Vice President, called the Special Meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

DISTRICT 2 (LANGLEY) COMMISSIONER VACANCY

Commission Interviews of Potential Candidates: Gordon noted that the original application deadline of February 7th had been extended to today's meeting. During the regular February meeting, the Commission had interviewed Candidate Ed Halloran, who had submitted his application packet on February 5th. Candidate Dean Enell submitted his application packet (**EXHIBIT A**) on February 24th. During the next 15 minutes, Enell provided additional background information and answered Commission questions.

EXECUTIVE SESSION: The Board of Commissioners went into Executive Session at 7:50 p.m. for an expected duration of 20 minutes to discuss the qualifications of the Commissioner candidates. The Board came out of Executive Session at 8:10 p.m.

APPOINTMENT OF PORT COMMISSIONER DISTRICT 2 (LANGLEY): Gordon said, "*The Commission has had a chance to talk over the candidates, and by a very, very close margin we've decided we're going to go with Ed Halloran.*" He thanked both candidates for their interest in serving.

Oath of Office: Newly appointed Commissioner Ed Halloran was sworn into office by Gordon, and the Certificate of Appointment (**EXHIBIT B**) was completed accordingly.

PORT ORGANIZATIONAL STRUCTURE: Commissioner Dennis Gregoire provided a handout (**EXHIBIT C**) he created to describe the relationship of the Port Commission duties to Port decision making process and to outline the past port structure to provide a framework for restructuring. He reviewed the handout with the Commission.

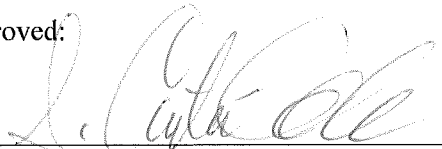
SOUTH WHIDBEY HARBOR PHASE 1 CONSTRUCTION: Project Manager Ed Field had previously submitted his Project Manager Report (**EXHIBIT D**). Substantial Completion was approved as of February 20, 2014 (Day #303; 4 days less than the contract limit of 307 calendar days). The Report provided a Punch List of general work remaining. Contractor Mike Carlson Enterprises must complete all

work within 60 days of Substantial Completion. The new docks should be ready for a “soft” opening in mid-March and the Grand Opening/Ribbon Cutting Ceremony will take place on Friday, April 25th. Gregoire said a better breakout of the items is needed, along with a flow chart/timeline for each (an implementation plan for the Punch List). Management Consultant Dane Anderson said he would work with Field to provide it. Earlier in the evening, Field and Port Finance Manager Angi Mozer had attended the City of Langley’s Design Review Board (DRB) meeting to present the Port’s proposals for signage and lighting and request approval. Mozer said the meeting went pretty well – the DRB approved the lighting and all the signage required for occupancy. The only items they have yet to approve are the sign at the top of the hill, the “totem pole” concept at the head of the pier, and the Harbormaster office. The DRB asked Port staff to refine those, but the rest of the signage was approved with a few minor adjustments.


POSSESSION BOAT RAMP RENOVATION PROJECT: Anderson said he had contacted Vladimir Shepsis of Coast & Harbor Engineering (CHE) and introduced himself as the primary point of contact for the project. In the email, Anderson noted that at the January 7th meeting CHE indicated they would provide a report regarding Task 1 (Existing Data Collection, Review and Analysis). However, since the Port had yet to receive a report or an update, he asked CHE to provide a summary report of the results of the activities attributed to Task 1 in the most recent billing. He also requested an updated timeline that includes all the contract tasks. Shepsis had suggested another special meeting of the Port Commission and CHE’s Project Team. Gordon said it should start with Anderson and not with the Commission. Gregoire said he wanted to be there when CHE provides their report to Anderson. Gordon told Gregoire, *“I would like to see Dane (Anderson) be the lead and the primary contact person, and I would like you feel free to provide clear comments whenever you can and make the information available. But there should only be one contact person, and that is Dane.”*

ADJOURNMENT: The Special Meeting was adjourned at 9:05 p.m.

Approved:



Commissioner Curt Gordon, Clinton

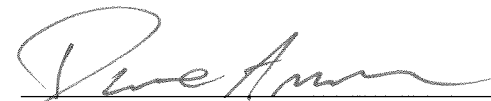


Commissioner Dennis Gregoire, Freeland



Commissioner Ed Halloran, Langley

Minutes reviewed by:



Dane Anderson, Management Consultant

- Exhibit A: Dean Enell’s Application Packet
- Exhibit B: Certificate of Appointment
- Exhibit C: “Port Structure” handout (Gregoire)
- Exhibit D: Project Manager Report (Report)