

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Thursday, February 6, 2014 at 2:00 p.m.

AGENDA

CALL TO ORDER and PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION

Review the Performance of Public Employees

STAFF ORGANIZATIONAL CHART

CONSULTANT HIRING

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Special Meeting
February 6, 2014
Freeland, Washington

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

Note: District 2 (Langley) seat was vacant

Others Present

Port Staff: Ed Field (Port Operations Manager) and Molly MacLeod-Roberts (Port Clerk)

Others: Celeste Erickson (South Whidbey Record)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Thursday, February 6, 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 hold an Executive Session to review the performance of public employees. 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 2:04 p.m., followed by the Pledge of Allegiance.

EXECUTIVE SESSION: The Board of Commissioners went into Executive Session at 2:05 p.m. for an expected duration of 25 minutes to review the performance of public employees. The Board came out of Executive Session at 2:30 p.m.

STAFF ORGANIZATIONAL CHART: Gordon said that he and Commissioner Dennis Gregoire have been discussing restructuring as the Port goes forward. He explained, *"Because we've got too many missions and not enough specific staff to fill those missions. What we'd like to do going forward is get an inventory of the Port's facilities, and we're looking at creating a lower level position (lower than the Operations Manager & Finance Manager positions) of Maintenance & Operations Supervisor. That person would start mid-year, and then hopefully by the end of the year the Port will sort of combine the Finance Manager's & Operations Manager's overall duties to be filled by a single Executive Director."* Gordon explained that current Port Operations Manager Ed Field is not interested in either of those new positions, but he has agreed to continue on as Project Manager for the South Whidbey Harbor Phase 1 Construction Project through completion. His employment contract will be changed to reflect that and he will work half-time for the next 2-2½ months as Project Manager. In the future, the Port will hire a Construction Manager on a case by case basis to run a project rather than using existing staff.


CONSULTANT HIRING: Since Field will be focused solely on the construction project, the Port needs to hire a consultant to perform the other duties of the Operations Manager, as well as some of the Finance Manager duties while Angi Mozer is on maternity leave in the summer. The Commission agreed to bring in former Port Finance Manager Dane Anderson, who will work half-time for a period of approximately six months. As the Port's Management Consultant, Anderson will complete a facilities inventory, evaluate the Port's structure, craft a job description for the new Maintenance & Operations position, work with the consultants on the Possession project, etc.

ACTION: A Motion was made by Gregoire and seconded by Gordon to hire Dane Anderson as Management Consultant for the Port beginning next week, pending compensation negotiations. The Motion passed unanimously.

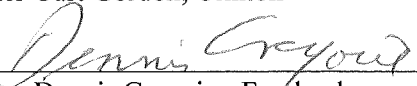
Gordon will discuss Field's employment contract and Anderson's consultant agreement with the Port's attorney and the Commission planned to take action on those documents at the regular February meeting.

ADJOURNMENT: The Special Meeting was adjourned at 2:42 p.m.

Approved:



Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland

(VACANT), Langley

Minutes reviewed by:



Angi Mozer, Port Finance Manager