

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Wednesday, March 25, 2015 at 3:00 p.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (3:00 p.m.)

MARINE FACILITIES MAINTENANCE & OPERATIONS PERMIT (3:00 – 3:15)
Commission Discussion of M&O Permit Proposals

FAIRGROUNDS (3:15 – 3:45 p.m.)

ADJOURNMENT (Approximately 3:45 p.m.)

WORK SESSION (Approximately 3:45 – 5:00 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

March 25, 2015

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Ed Halloran (Langley) and Jack Ng (Freeland)

Port Staff: Angi Mozer (Executive Director) and Molly MacLeod-Roberts (Port Clerk)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Wednesday, March 25, 2015, 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 address the items on the Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Commissioner Curt Gordon, President, called the Special Meeting to order at 3:03 p.m., followed by the Pledge of Allegiance.

MARINE FACILITIES MAINTENANCE & OPERATIONS PERMIT

- **Commission Discussion of M&O Permit Proposals:** Executive Director Angi Mozer reported that two of the six firms/consultants she contacted had submitted proposals in response to the Request for Proposals for Environmental Services for permitting the maintenance of four Port-owned marine access areas (Possession Beach Waterfront Park; Clinton Beach Park, Fishing Pier & Dock, Bush Point Boat Ramp Facility and South Whidbey Harbor). One was from GeoEngineers for \$25,500 and the other was from Grette Associates, LLC for \$5,190. Both proposals were deemed responsive. Mozer noted an important difference between the two was the Biological Evaluation (BE). GeoEngineers proposed a BE in 2011 (the first time around for this process), but in the end it wasn't required. Grette Associates' proposal indicates that if a BE is required, it is anticipated that a No-Effects Letter would suffice. For all other nearly identical line items in the proposals, Grette's proposed fees were consistently lower.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to award the Maintenance & Operations Permit Environmental Services work to Grette Associates, LLC in the amount of \$5,190.00. The Motion passed unanimously.

FAIRGROUNDS: In Mozer's previous planning documents, there were two aspects for the Fairgrounds Management: The due diligence research piece (a consultant paid \$35,000 to conduct community outreach, focus meetings, general research on current & previous activities, etc.) and a one-year property manager/events coordinator who would work half-time and get paid \$20,000. She explained that Gordon suggested combining the two roles, which would enable the hiring of a full-time facility manager with strong marketing skills and a vision for events recruitment & coordination. By combining the work and compensation, the ¾-time or full-time position at \$50,000 (plus reimbursable expenses) might generate more interest. Mozer agreed and had prepared and submitted a revised budget breakout and a revised job description for the combined position for Commission review.

In addition to the combined Due Diligence Research and Property Management position, there will also be a full-time maintenance person and a ¼-time supervisor at the Fairgrounds.

The Commission agreed to combine the positions as described and commended Mozer for providing a really good job description that was very thorough. Mozer was authorized to proceed with advertising for the combined position (Due Diligence & Research, Property Management, Events Coordination and Customer Service), as well as a full-time maintenance position for the Fairgrounds. During the time in between the start of the Port's lease on April 1st and the Due Diligence/Property Manager/Events


Coordinator being hired, all potential tenants and inquiries should go through Mozer – not the Commissioners.

ADJOURNMENT: The Special Meeting was adjourned at 3:50 p.m.

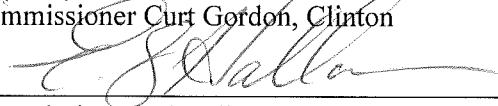
The previously announced public Work Session began immediately following adjournment of the Special Meeting and ended at 4:54 p.m. No further action was taken.

[Note: No actions are taken during Work Sessions, which provide an opportunity in an informal workshop format for the Board to review and discuss general Port business.]

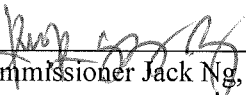
Approved:



Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley



Commissioner Jack Ng, Freeland

Minutes reviewed by:



Angi Mozer, Executive Director

Public Disclosure Statement: The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 101, Freeland WA 98249.