

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Thursday, May 28, 2015 at 3:00 p.m.

AGENDA

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

POSSESSION BEACH WATERFRONT PARK (3:00 – 3:15 p.m.)

Cell Tower Project

FAIRGROUNDS (3:15 – 3:30 p.m.)

Business and Marketing Plan Contract

ADJOURNMENT (Approximately 3:30 p.m.)

WORK SESSION (Approximately 3:30 – 5:00 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

May 28, 2015

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton) and Ed Halloran (Langley)

Absent: Jack Ng (Freeland)

Port Staff: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Wayne Nance (Maintenance & Operations Supervisor) and Melene Thompson (Fairgrounds Property Manager)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Thursday, May 28, 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 3:00 p.m., followed by the Pledge of Allegiance.

POSSESSION BEACH WATERFRONT PARK

Cell Tower Project: Executive Director Angi Mozer explained that Port Attorney Brad Cattle recommended the Port Commission ratify the issuance of the Notice of Default on May 5, 2015 to AT&T and New Cingular Wireless.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Gordon to ratify the issuance of the Notice of Default issued by the Executive Director under Section 3.07 of the Lease for the reasons specified in that Notice of Default. The Motion passed unanimously.

FAIRGROUNDS

Business and Marketing Plan Contract: After receiving three responses to the Request for Qualifications and Proposal to prepare a Business and Marketing Plan for the Island County Fairgrounds, Mozer and Gordon interviewed all applicants and the Port accepted Martin Matthews' \$45,000 proposal to prepare and complete the Fairgrounds Business and Marketing Plan and deliver the final Plan to the Port on or before January 15, 2016.

Mozer referred the Board to their copies of the draft Contract for the work. Gordon noted that the number of monthly installments of \$5,625 (Section 4. PAYMENT) should actually be eight; not nine. Mozer made the correction. The Contract will terminate automatically on February 29, 2016 unless it is mutually extended by both parties.

ACTION: A Motion was made by Halloran and seconded by Gordon to approve the Contract for the Fairgrounds Business and Marketing Plan as amended between the Port and Martin Matthews in the amount of \$45,000. The Motion passed unanimously.

Now that the Fairgrounds project is fully staffed, Halloran said he would like to see the milestone chart updated every meeting with payments made, major milestones passed, etc. Gordon requested an Action Item List for the Fairgrounds. Mozer said she would provide both.

ADJOURNMENT: The Special Meeting was adjourned at 3:15 p.m.


The previously announced public Work Session began immediately following adjournment of the Special Meeting and ended at approximately 5:00 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:



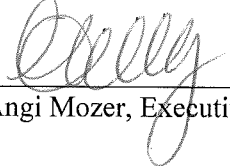
Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

ABSENT
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.