

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Thursday, March 22, 2018 at 2:00 p.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (2:00 p.m.)

Fairgrounds (approx. 2:00 – 3:00 p.m.)

South Whidbey Harbor (approx. 3:00 – 3:15 p.m.)

ADJOURNMENT (Approximately 3:15 p.m.)

WORK SESSION (Approximately 3:15 p.m. – 4:00 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

March 22, 2018

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton) & Ed Halloran (Langley) **Absent:** Jack Ng (Freeland)

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk) & Duncan McPhee (Harbormaster)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Thursday, March 22, 2018, 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 Jack Ng, President was absent so Commissioner Curt Gordon called the Special Meeting to order as Vice President at 2:00 p.m., followed by the Pledge of Allegiance.

Fairgrounds: Rick and Lee Driftmier of The Driftmier Architects, P.S. were on hand to discuss the status of the Contract for Architectural Services for the Coffman kitchen renovation and the additional exit for the Black Box Theater. Executive Director Angi Mozer provided the Commission with the Firm's Design Review Set that is ready for presentation to the City of Langley's Design Review Board (DRB). Lee Driftmier explained that because the Black Box Theater is located in the historic Pole Building, the Firm had submitted the drawing set to Langley's Historic Preservation Commission and received its approval.

Gordon noted that Mozer had stopped work on the Coffman Building which Lee Driftmier confirmed. The next step for Black Box is to submit the project to the DRB at its next meeting on April 17th. If there are no comments, the project should be ready to submit for a building permit immediately after that. Gordon explained that the Port is definitely going in a different direction with the Coffman Building renovations than was originally planned, including potentially attaching an incubator brewery to the space.

Gordon acknowledged there had been a lot of changes, but he noticed that some of the design work being done isn't really design work – it feels much more like engineering work. It feels very commercial without any creativity. Some of the change orders had numbers that were very non-specific. The Commission is not comfortable with the way things are going and he's not sure that Driftmier is a good fit. He said the Coffman work to date is very specific as if it is a municipal building, but the Port wants a blend of municipal AND a cultural, local fairgrounds flair. Gordon also took significant issue with billable work being done before change orders were submitted and approved. Lee Driftmier said the billable work involved the time spent getting information from Puget Sound Energy, etc. in order to prepare the addendum/change order. He explained that the engineer (sub-consultant) had a site electrical plan that they had spent time designing, and there is no way to come up with a plan without actually doing the design associated with it. Gordon said the Port needed to know about that in advance. Driftmier cannot commit the Port to pay for work before the Commission has had a chance to discuss and vote to approve the work in a public meeting. Driftmier should have provided the Port with the engineer's estimated cost before the engineer did the work.

After additional discussion regarding the Coffman Building size and potential additions to the structure, etc., Rick Driftmier summarized that the Firm needs to be more open in communications and make sure

the Port knows in advance if there is an estimated cost associated with preparing a change order/addendum. Gordon added that they also need architectural creativity in the Coffman design rather than just a municipal building-type design.

The Commission noted the importance of getting the 2nd exit in the Black Box Theater as soon as possible, as it is a safety issue. Gordon suggested they get Black Box done and take a step back on Coffman for now.

ACTION: A Motion was made by Halloran and seconded by Gordon to direct The Driftmier Architects to separate out the Black Box Theatre project from the Coffman renovation and proceed as rapidly as possible to complete the Black Box Theatre project. The Motion passed unanimously.

Driftmier estimated a fee of \$1,400 for developing a detailed breakout of the construction cost estimates for the Black Box Theater exit and the Coffman building renovation (per the most recent scope of work; without bringing Phase 3 power to the property). Rick and Lee Driftmier left the meeting at 3:15 p.m.

Mozer will review the firm's billings to get a better breakdown.

South Whidbey Harbor: Harbormaster Duncan McPhee has been working with Matt Armstrong of Whidbey Island Electric on the electrical problem at the Harbor, and Armstrong has provided a quote of \$10,825 for time & materials to replace the cable, plus an additional \$850 if time allows for the repair of the E dock conduit. Mozer provided a sole source justification for the work due to the urgent nature of the work and the need to resolve the safety issue.

ACTION: A Motion was made by Halloran and seconded by Gordon to authorize Whidbey Island Electric to proceed with replacing the cable and repairing the conduit as described for the estimated cost of \$12,000-\$15,000. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 3:30 p.m.

Approved:

Minutes reviewed by:

ABSENT
Commissioner Jack Ng, Freeland

Angi Mozer, Executive Director

Commissioner Curt Gordon, Clinton

Commissioner Ed Halloran, Langley

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.

Work Session: The previously announced public Work Session began immediately following adjournment of the Special Meeting. The Work Session ended at 4:05 p.m. with no action 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.]