

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Wednesday, August 30, 2017 at 3:30 p.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (3:30 p.m.)

Fairgrounds

- Interview with The Driftmier Architects

ADJOURNMENT (Approximately 4:30 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

August 30, 2017

Freeland, Washington

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

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, August 30, 2017, 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 3:30 p.m., followed by the Pledge of Allegiance.

Fairgrounds

- Interview with The Driftmier Architects, PS: Lee Driftmier (President and Project Team Principal-in-Charge) and Rick Driftmier (Project Team Principal) were on hand to discuss the Statement of Qualifications submitted by The Driftmier Architects in response to the Port's Request for Qualifications (RFQ) for Architectural Services for the Port's priority projects at the Fairgrounds. The projects were identified in the RFQ as 1) install a second emergency exit in the Black Box Theatre and 2) renovate and expand the Coffman Building, to include expansion of the current commercial kitchen. They provided additional background information on the firm, which has completed more than 700 projects since it was established in 1980. Since 1987, the firm has specialized in public facility design and areas of expertise include needs analysis and programming, site and facility evaluations, master planning & long-term capital facilities planning.

Commissioner Ed Halloran asked about including a reference in the contract for future Fairgrounds projects. Executive Director Angi Mozer recommended doing only a base contract for the two projects now, and then if the Port wants to start looking at the higher level that contract can be amended to include those tasks without an additional RFQ.

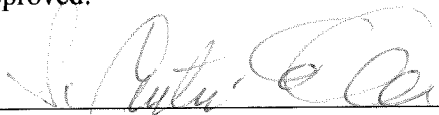
ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Jack Ng to enter into a contract with The Driftmier Architects to provide architectural services for the two priority projects at the Fairgrounds as described in the Request for Qualifications. The Motion passed unanimously.

In addition to setting up a proposed budget for the two projects, Gordon asked Lee and Rick Driftmier to also provide ancillary information on a general Capital/Facilities Improvement Plan that would provide the Port with a rough estimate on the cost and time needed to help with the Port's budgeting for next year. Mozer will provide them with a list/map of all of the Fairgrounds buildings.

ADJOURNMENT: The Special Meeting was adjourned at 4:24 p.m.

Approved:


Minutes reviewed by:




Commissioner Curt Gordon, Clinton



Angi Mozer, Executive Director



Commissioner Jack Ng, Freeland



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.