

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, April 24, 2018 at 3:00 p.m.

AGENDA

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

Fairgrounds (approx. 3:00 p.m. – 3:30 p.m.)

Port Regular Meeting Permanent Location (approx. 3:30 p.m. – 3:45 p.m.)

Port Personnel Policies (approx. 3:45 p.m. – 4:15 p.m.)

Port Vehicle (approx. 4:15 p.m. – 4:30 p.m.)

ADJOURNMENT (Approximately 4:30 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Special Meeting
April 24, 2018
Freeland, Washington

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

Port Staff Present: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Pat Kisch (Maintenance & Operations Supervisor) & Larry Lehtonen (Fairgrounds Director)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Thursday, April 24, 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, called the Special Meeting to order at 3:00 p.m., followed by the Pledge of Allegiance.

The Commission agreed to reorder the agenda and move "Port Vehicle" the first item on the Agenda.

Port Vehicle: Maintenance & Operations Supervisor Pat Kisch reported that the Island County Motor Pool has a surplus 2006 Ford Ranger truck available with 80,000 miles on it. The only cost to the Port would be the cost of transferring the title. Kisch said it is in good condition and he recommends acquisition of the vehicle. Commissioner Curt Gordon asked if it would be in addition to purchasing a new vehicle. Executive Director Angi Mozer said yes, her thoughts are that a fully functional Port vehicle would have really good towing capacity (4-wheel drive, etc.) and could pull a boat and trailer off of the boat ramp if there is a problem. The Port Vehicle line item has a budget of \$33,000 that will be used to purchase a new truck. The Commission agreed to acquire the 2006 Ford Ranger and directed Staff to begin looking for a new truck soon through Washington State's Department of Enterprise Services.

Fairgrounds: Mozer reported that Langley's Design Review Board approved the Design Review Set for the additional exit for the Black Box Theater. The next step is to apply for the building permit. While waiting for that approval, Gordon said they will need to figure out who will manage the project and the details of going out for bids. Angi noted that both Ng and Fairgrounds Director Larry Lehtonen have some experience in this area and will work with her on the process. Gordon said it would be nice if the Port could manage the project in-house since it is small in scale. Lehtonen volunteered to pick up the permit packet with submittal requirements from the City of Langley.

For the Coffman Kitchen, Gordon said he'd like to wait and see the outcome of the Port's grant application for Rural County Economic Development Funds (RCEDF) because the Port might have to change its strategy if that funding is not awarded. Commissioner Ed Halloran suggested the Port may also have to question the addition of a brewery. Mozer was directed to provide the Commission with different scenarios of with/without RCEDF grant and with/without the brewery.

The Commission reiterated their agreement to go ahead with the Black Box Theater but leave the Coffman Building renovation on hold for now. Ng suggested asking Langley's building official about the requirements for attaching the brewery to Coffman vs. the brewery being a separate adjacent building. That would save the Port money on architectural services. Gordon agreed and added the building official could also give guidance as to what constitutes a "maintenance upgrade" vs. a "full-on remodel" which

requires bringing everything up to current code, etc. Lehtonen, Mozer and Ng will work together to move the project forward.

Port Regular Meeting Location: Mozer reported that the conference room of the Freeland Library can only be booked online and can't be reserved for more than 90 days in advance. She was able to book May and June for the regular meeting but July was not available, so she's not sure the Library will work long-term as the regular meeting location. A Sno-Isle Library representative is also a member of Economic Development Council (EDC), and Ng said he will talk to her at the next EDC meeting on Thursday and ask if an exception can be made for the Port.

Port Personnel Policies: Mozer provided a final draft of the Port's personnel policies and asked if the Commission had any questions; no one did. She explained that it defines and documents the types of employees (exempt/non-exempt, part-time/temporary, etc.), describes how to handle overtime and allows compensatory time, and defines vacation leave, personal leave and sick leave. Port Clerk Molly MacLeod-Roberts raised her hand and Ng allowed her to speak. She explained that she had some questions and concerns as a Port employee and as the payroll administrator. She asked and received clarification from Mozer on the issue of overtime and/or compensatory for current employees vs. future employees. MacLeod-Roberts noted that the Port has a Personal Leave policy in place and asked if the proposed policy would therefore be applied to future employees only. Mozer said it would replace existing policy. MacLeod-Roberts expressed concern that the proposed policy takes away some of the reasons for which current employees are allowed to use paid personal leave, and becomes a sick leave policy instead. Mozer said she has been working on the policy for six months and would like for it to be approved while acknowledging that changes/edits may be made later.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the Personnel Policies as submitted. The Motion passed unanimously.

Fairgrounds (continued): As the Port's representative on Langley's Comprehensive Emergency Management Plan Committee, Halloran reported that the group is working to implement a map of different response areas/teams with primary individuals assigned as "coordinators" who would be equipped with emergency radios, etc. Two of the designated areas are the Fairgrounds and the South Whidbey Harbor and he suggested Fairgrounds Director Larry Lehtonen (Fairgrounds Director) and Harbormaster Duncan McPhee as the primary individuals (Team Leaders) with Maintenance & Operations Supervisor Pat Kisch as the secondary/alternate contact. Gordon noted that the Port should also have an internal policy that identifies a Port spokesperson in the event of an emergency at Port facilities.

ADJOURNMENT: The Special Meeting was adjourned at 3:55 p.m.

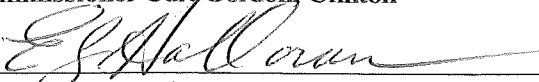
Approved:



Commissioner Jack Ng, Freeland



Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

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.