

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Monday, July 9, 2018 at 3:00 p.m.

AGENDA

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

Executive Director Hiring

Fairgrounds

Personnel Policies

ADJOURNMENT (Approximately 4:30 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Special Meeting
July 9, 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/Accountant)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, July 9, 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 3:02 p.m., followed by the Pledge of Allegiance.

Executive Director Hiring: As directed during the Special Meeting on June 28th, Executive Director Angi Mozer had offered the Executive Director position to Shawn Bomgardner, but he declined the offer. Earlier in the day, Commissioner Curt Gordon had contacted two of the references provided by Applicant Stan Reeves who was interviewed on June 25th. Both references were strong and highly recommended Reeves. Gordon had also contacted Jan-Marc Jouas, who served as Interim Executive Director during Mozer's maternity leave during the summer of 2016. Gordon asked if he would be available to help if the Commission needed more time for the hiring process and Jouas said he would. Ng and Commissioner Ed Halloran both indicated they preferred hiring for the position now rather than opting for a temporary replacement and postpone hiring someone for the permanent position. Gordon agreed.

ACTION: A Motion was made by Halloran and seconded by Gordon to offer the Executive Director position to Stan Reeves. The Motion passed unanimously.

Fairgrounds: Mozer reported that the Port did not receive any bids for the Black Box Theater project (adding a 2nd door). The feedback she received from contractors indicated there is no interest because it is too small of a project during the height of the construction season. She asked the Commissioners to contact their acquaintances in the industry and get feedback as to why they didn't submit bids, what could the Port change about the bidding process or project to make it more appealing, etc. The Port does have the option of using its Small Works Roster and specifically invite individuals/small companies to bid on the project. Gordon said that it is only a \$30,000 project, and some companies might be put off by the requirement to provide a bid bond. He said he also heard that an agency can withhold 10% of retainage over the course of the project in lieu of putting up a bid bond (it used to be 50%), and that might make the project more appealing for small companies. Gordon suggested they might have to enter into a "time and materials" contract instead. He and Mozer will work on the issue together and figure out the options.

Personnel Policies: As agreed, Mozer had reviewed the recently adopted Personnel Policies and proposed amendments. Specifically, the Personal Leave policy she had developed and presented to the Commissioners was too restrictive so she would like to incorporate the previous Personal Leave policy into the Personnel Policies instead. Per Gordon's suggestion, Mozer had also added the following language to the Personal Leave section:

- *Reasons for taking personal leave may be subject to review by the Executive Director.*
- *Where the need to use personal leave is foreseeable, employees should submit written notice of the need for leave to their supervisor at least 10 days in advance of the leave date(s)*

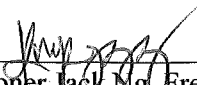
For the future, Mozer recommended the Port implement more categories of leave that are clear to include sick leave, vacation leave, jury duty, bereavement, family medical leave, etc.

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

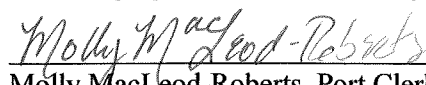
ADJOURNMENT: The Special Meeting was adjourned at 3:28 p.m.

Approved:

Minutes prepared and submitted by:




Commissioner Jack Ng, Freeland



Molly MacLeod-Roberts, Port Clerk/Accountant



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.