

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, September 26, 2017 at 3:30 p.m.

AGENDA

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

Fairgrounds (approx. 3:30-3:45 p.m.)

South Whidbey Harbor (approx. 3:45-4:00 p.m.)

ADJOURNMENT (Approximately 4:00 p.m.)

WORK SESSION (Approximately 4:00 p.m. – 4:30 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

September 26, 2017

Freeland, Washington

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

Port Staff: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk) and 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 Tuesday, September 26, 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: Following Commission approval to enter into an Agreement with The Driftmier Architects, PS during the Special Meeting of August 30, the firm had prepared and submitted an Architectural Scope of Work for architectural services related to the design, permitting and construction for the Black Box Theater and the Coffman Building. The grand total for the Architectural Services Time and Fee Estimate was \$77,513. The firm also provided a Fairgrounds Remodel Project Schedule with construction taking place March-July 2018.

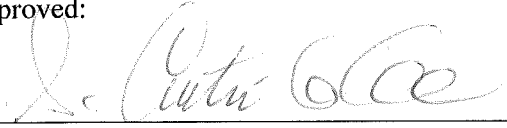
Executive Director Angi Mozer noted that without an in-depth look at the structure of the Coffman Building, the proposal assumes a worst case scenario. The original Request For Qualifications did not include construction management/administration. Therefore, construction administration is not included in the Scope of Work at this time, but can be added at a later date.

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Curt Gordon to accept the proposal of \$77,513 as submitted by The Driftmier Architects. The Motion passed unanimously.

South Whidbey Harbor: Harbormaster Duncan McPhee proposed a reduced winter moorage rate for smaller boats (30' or less) to hopefully increase occupancy October-April. Mozer previously gathered some financial information to help with the decision, including the 2016 occupancy rates by month and the total monthly moorage revenue each year from 2012-2016. Mozer also provided a summary of competitor moorage rates in 2013 and in 2017. Gordon suggested calculating whether the anticipated increase in number of moorage customers would be enough to compensate for the rate decrease. After a brief discussion, McPhee agreed to focus on increasing transient overnight moorage usage rather than monthly moorage usage during the off-season. Mozer and McPhee are currently considering increasing the transient overnight rate effective January 1, 2018.

ADJOURNMENT: The Special Meeting was adjourned at 4:22 p.m.

Approved:



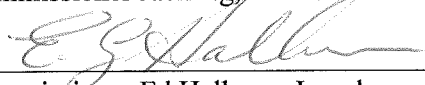
Commissioner Curt Gordon, Clinton

Minutes reviewed by:



Angi Mozer, Executive Director

ABSENT

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.

Work Session: The previously announced public Work Session began immediately following adjournment of the Special Meeting. The Work Session ended at 4:58 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.]