

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

**PUBLIC HEARING FOR 2018 BUDGET
&
SPECIAL MEETING**

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, November 28, 2017

Public Budget Hearing at 6:00 p.m.

Special Meeting (immediately following the Public Hearing)

AGENDA

6:00 PM PUBLIC HEARING: **2018 BUDGET**

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (immediately following the Public Budget Hearing)

BUDGET FOR FISCAL YEAR OF 2018
Approval of 2018 Final Budget

Levy Certification and Ordinance/Resolution No. 17-04 to Establish 2018 Levy

FAIRGROUNDS

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

November 28, 2017

Freeland, Washington

Commissioners Present*: Jack Ng (Freeland) and Ed Halloran (Langley). *Curt Gordon (Clinton) attended via Skype.

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

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, November 28, 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.

Immediately following the Public Hearing on the 2018 Budget, Commissioner Jack Ng, Vice President, called the Special Meeting to order at 6:11 p.m., followed by the Pledge of Allegiance.

BUDGET FOR FISCAL YEAR OF 2018

Approval of 2018 Final Budget

ACTION: A Motion was made by Commissioner Ed Halloran and seconded by Commissioner Curt Gordon to approve the 2018 Final Budget as presented. The Motion passed unanimously and Ng provided his signature as Vice President since Gordon (President) was attending the meeting via Skype.

Levy Certification and Ordinance/Resolution No. 17-04 to Establish 2018 Levy: The Ordinance/Resolution authorizes an increase of 1% from the previous year's actual levy amount.

ACTION: A Motion was made by Halloran and seconded by Gordon to approve and adopt Ordinance/Resolution No. 17-04 as presented, providing authorization for the levy to be collected in the 2018 tax year. The Motion passed unanimously.

Executive Director Angi Mozer provided her signature as Auditing Officer on the Levy Certification.

FAIRGROUNDS

Mozer reported that a "pretty intensive" kickoff meeting was conducted at the Fairgrounds on November 2nd with The Driftmier Architects, Rensch Engineering (mechanical, electrical and plumbing engineers) and AUE Engineering (structural engineering). Subsequent to that meeting, The Driftmier Architects had submitted Addendum #1 to the Agreement between the Port and Driftmier dated October 16, 2017 for architectural services related to the design, permitting and construction for the Black Box Theater and the Coffman Building at the Fairgrounds. The grand total of design fees as submitted was \$13,316.

Mozer identified the three components of the addendum as follows:

1) Add coordination with electrical consultant to provide a map of the complete electrical system at the Fairgrounds. Rensch Engineering provided an estimated NTE (Not-To-Exceed) amount of \$3,000 to assess and document the transformer for the Coffman building. They then offered to document the entire Fairgrounds' electrical system for an NTE amount of \$5,000, providing a map indicating power line interconnections to all buildings with power panels. Mozer believes having that baseline map will be very important as the Port moves forward with upgrades on the property and recommends approval for mapping the entire Fairgrounds.

2) In the original agreement, Driftmier did not include structural engineering for the Coffman building (estimated at \$5,500) because they weren't sure it would be required. During the November 2nd kickoff meeting, it was determined that structural engineering services will be required.

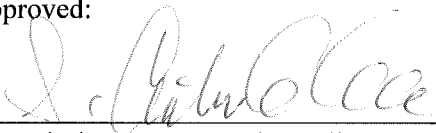
3) Driftmier neglected to include the structural engineer's (AUE's) reimbursable costs of \$800 in the original contract (the cost was included on the subcontractor estimates but not included on the overarching cost estimate).

Because the \$800 omission was Driftmier's error, the firm agreed to take off the 10% (\$80.00) mark up for that item. The revised total for Addendum #1 (including the full map of the Fairgrounds electrical systems) was therefore \$13,236. Mozer recommended approval.


ACTION: A Motion was made by Halloran and seconded by Gordon to accept Addendum #1 in the amount of \$13,236. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 6:27 p.m.

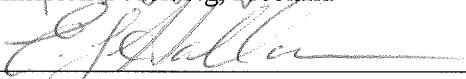
Approved:



Commissioner Curt Gordon, Clinton



Commissioner Jack Ng, Freeland



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.