

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Friday, February 16, 2018 at 10:30 a.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (10:30 a.m.)

Mukilteo Parking (approx. 10:30 – 11:00 a.m.)

EXECUTIVE SESSION – to discuss the advice of legal counsel relating to potential litigation (duration approximately 15 minutes)

Fairgrounds (approx. 11:15 a.m. – 12:00 noon)

ADJOURNMENT (Approximately 12:00 noon)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

February 16, 2018

Freeland, Washington

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

Port Staff Present: 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 Friday, February 16, 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 10:30 a.m., followed by the Pledge of Allegiance.

Mukilteo Parking: The Tulalip Tribes previously provided a draft Memorandum of Understanding (MOU). Port Executive Director Angi Mozer asked the Commission if they had any questions and/or concerns on that draft document.

Mozer expressed concerns with **5. FUNDING RESPONSIBILITIES**, which reads: *The Port will make its best efforts to secure grants from Federal, State and Local Jurisdictions and may access its bonding capacity.* The Commission agreed the final 6 words should be struck.

Gordon noted the importance of having some type of agreement in place (like an MOU) in order to submit grant funding requests to the State of Washington. He added that the State wants at least a minimum 10-year commitment in any funding request. The Commission subsequently directed Mozer to change **3. TERM** as follows: *The Parties understand that the parking lot facility is temporary and the initial term of this Memorandum shall for a ~~five~~ ten year operating period beginning upon the opening of the facility.*

Mozer will suggest the above changes to Brian Carroll (Director of Office of Budget and Financial Management, Tulalip Tribes). If the Tribes agree, she will then forward the MOU on to the Port's legal counsel for review. She said the Port might hear the results of the funding requests from the state legislature by the beginning of next week.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 10:52 a.m. to discuss potential litigation with the Port's legal counsel for an expected duration of 15 minutes. The Commission came out of Executive Session and returned to the Special Meeting at 11:13 a.m.

ACTION: A Motion was made by Gordon and seconded by Commissioner Ed Halloran for the Port to pay Maintenance & Operations Supervisor for 433.3 hours of overtime worked at the rate of time and a half. The Motion passed unanimously.

FAIRGROUNDS: After several work session discussions that included reviewing the current organization structure of the Fairgrounds and recognizing the upcoming projects and changes at the facility, it became apparent that there is too much work for the Executive Director to handle in addition to

the existing workload. Both the 2014 Fairgrounds Strategic Plan by Landerman-Moore Associates and the 2016 Business Marketing Plan by Marty Matthews included a Fairgrounds Director to oversee the entire facility, so this would be a logical solution to provide a better management structure. More specifically, the Director would provide property management, would supervise all staff at the Fairgrounds, and would provide project management for the various construction projects. The Director would have much more responsibility than the Property Manager, and would require significantly more experience, education and skills.

Mozer subsequently drafted a potential Fairgrounds Organization Chart that removed the Property Manager position and added the Fairgrounds Director position. The Fairgrounds Director would directly supervise the Fairgrounds Maintenance staff (currently supervised by the Maintenance & Operations Supervisor) as well as the new half-time position of Marketing/Event Coordinator. She also drafted Job Descriptions for those two new positions. It was noted that although the two new positions absorb **some** of the current Property Manager tasks, both of the new positions have distinctly different requirements. The Director is NOT a replacement for the Property Manager; it is an entirely new position.

Halloran suggested the Port could consider hiring a marketing company rather than an individual employee. After a brief discussion, Mozer suggested the Port could hire the Fairgrounds Director first and then work with that individual to figure out the actual marketing/event needs and the best option to meet those. If any marketing needs arise before that, the Port could always hire a small marketing firm in the interim. The Commission agreed that sounded like a better option and took the half-time event/marketing position off the table. Mozer said she could make slight adjustments to the job description for the Fairgrounds Director and the Organization Chart accordingly.

ACTION: A Motion was made by Gordon and seconded by Halloran to enter into the restructure of the Port staff management of the Fairgrounds as discussed and to create the new position of Fairgrounds Director. The Motion passed unanimously.

Mozer was authorized to notify Port staff of the changes and advertise the new position.

Fair Association: The Island County Fair Association has been provided with a draft 2018 agreement for the Whidbey Island Fair. Mozer noted that it is pretty much the same as last year's agreement.

Story Pole: When the William Shelton story pole is taken down for restoration, it will be stored between the Turner and Burrier buildings.

Coffman Building: The Driftmier Architects submitted Addendum #3 in the not-to-exceed (NTE) amount of \$9,551 for plumbing additional service scope fees for the new water service line and booster pump at the Coffman Building. If accepted, the new NTE compensation limit total included in the original agreement will be \$119,007.

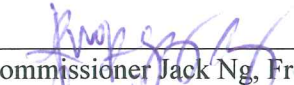
Mozer noted that with the first two addendums and the approval of this addendum, the total NTE is 59% higher than the original contract. After discussion, the Commission directed Mozer to contact Driftmier regarding the Port's concerns of "cost creep", etc.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve Addendum #3 to the Agreement between the Port and The Driftmier Architects, P.S. dated October 16, 2017, per Executive Director Angi Mozer's discretion. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 12:14 p.m.

Approved:

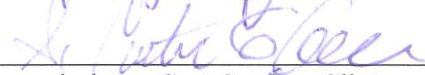
Minutes reviewed by:




Commissioner Jack Ng, Freeland



Angi Mozer, Executive Director



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.