

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Wednesday, May 30, 2018 at 3:00 p.m.

AGENDA

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

Executive Director Hiring (approx. 3:00 p.m. – 3:30 p.m.)

Clinton Dock (approx. 3:30 p.m. – 3:45 p.m.)

Possession Caretakers' Lease (approx. 3:45 p.m. – 4:00 p.m.)

Port Staff Performance Evaluations (approx. 4:00 p.m. – 4:30 p.m.)

ADJOURNMENT (Approximately 4:30 p.m.)

WORK SESSION (Approximately 4:30 p.m. – 5:00 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

May 30, 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)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Wednesday, May 30, 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.

Executive Director Hiring: Executive Director Angi Mozer made some minor changes to the Executive Director Job Description that was used when she was hired in 2012. She also did a quick online search and found the Port of Friday Harbor had a very good and relevant job description for its Executive Director. After a brief discussion, Mozer and Commissioner Curt Gordon agreed to work on "marrying the two" documents. She will send the revised version to the Commission by May 31st and advertise the opening by June 4th to run for two weeks. The Commission and Mozer agreed to advertise the hiring on indeed.com, on Washington Public Ports Association's website, on Drew's List, in the Whidbey Classifieds, and on Washington State's Work Source. Ng agreed to also reach out to the Economic Development Council regarding the applications it received for the Executive Director that has since been filled. The Commission hoped to conduct interviews and hire by the end of June, which would allow the individual to give notice and get one week of overlap time with Mozer before she leaves on July 24th.

Clinton Dock: Mozer reported that the Clinton Dock is open. The contractor removed the three individual floats from the long dock and those are now at Possession Beach Waterfront Park. The contractor's invoice of \$16,981.65 will be included in June's voucher requests. There is still \$3,426.08 remaining on that contract that includes retainage and a portion of the Dock Repairs line item. The engineer's invoice of \$2,800 is still outstanding because the Port still does not know what happened. Mozer asked the engineer to provide a description of what they believe happened but she has not received anything to date. Gordon noted that it is still in question if the original repair was not properly designed or if the contractor did not complete that repair properly, so the Port needs that assessment.

Washington State Ferries (WSF) owns the Clinton Dock and the Port leases it. Gordon and Mozer will meet with new WSF Director Amy Scarton on July 12th, and they plan to discuss the future of the Clinton Dock beyond the expiration of the Port's lease.

Possession Caretakers' Lease: The current lease ended last week. The residents would like to renew, and Mozer intends to renew it. The Commission agreed.

Port Staff Performance Evaluations: Based on Mozer's evaluations of the performance of the Harbormaster, Port Clerk and Admin/Accounting Support, she recommended pay increases for each of the employees.

ACTION: A Motion was made by Gordon and seconded by Commissioner Ed Halloran to accept the recommendations for pay increases for Duncan McPhee, Molly MacLeod-Roberts and Noriko Sparkman as presented. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 3:42 p.m.

Approved:

Minutes reviewed by:



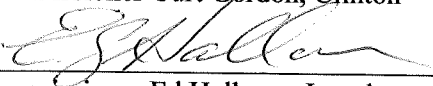
Commissioner Jack Ng, Freeland



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.

Work Session: The previously announced public Work Session began immediately following adjournment of the Special Meeting. The Work Session ended at 4:28 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.]