

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING**
Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, June 19, 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. – 4:00 p.m.)

Executive Director Hiring Agenda Item will include an EXECUTIVE SESSION to discuss the evaluation of the qualifications of applicants for public employment

Fairgrounds (approx. 4:00 p.m. – 4:15 p.m.)

Mukilteo Parking (approx. 4:15 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

June 19, 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) 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, June 19, 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 reported 16 applications were submitted for the Executive Director position, which she previously distributed to the Commissioners for review. She had sorted the applicants based on whether each met the qualifications and/or experience outlined in the job description; ten of the applicants met those and six fell short.

The Commissioners each identified their top 4 applicants.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 3:07 p.m. for an expected duration of 25 minutes to discuss the evaluation of the qualifications of applicants for public employment. The Commission came out of Executive Session and returned to the Special Meeting at 3:33 p.m.

The Commissioners said they would like to interview 3 candidates: Teresa Lange, Stan Reeves and Jessica Steiner for 30 minutes each with 15 minutes in between interviews during a Special Meeting on either Monday, June 25th or Tuesday, June 26th beginning at 3:00 pm. Commissioner Curt Gordon suggested the Commission should meet for 15 minutes prior to the 1st interview to agree on the same three interview questions to be asked of each candidate. Mozer said she would contact the individuals and schedule the meeting.

Fairgrounds: Mozer said Island County Commissioner Helen Price Johnson had contacted her regarding the Port's Rural County Economic Development Funds (RCEDF) grant application. Price Johnson asked for the Port's feedback if the County funded the infrastructure aspects of the application (namely the 3-phase power project and the drainage project). Mozer said she would speak to the Commission, but a) the Port would take whatever funding the County provides and b) it is probably more justifiable for the Port to use its bond funding to invest in projects that generate revenue. The Port's priorities are the renovations of the Coffman & Pole Buildings and the campground, and with the exception of the 3-phase power would not be included in the County's scenario of funding infrastructure. The projects that would be included (3-phase power, drainage & backflow preventer) total \$360,000. Gordon noted that those were all projects that were not done when the County owned the Fairgrounds and were therefore passed on to the Port when the property was transferred. The Commission agreed that although all of the projects in the grant application are very important, the Port would appreciate and accept whatever funding the County approves.

Gordon and Mozer recently met with Bob Maruska (Procurement & Contracting expert from the Port of Seattle) regarding contracting for the Coffman Building that would allow the Port some creativity on the project. Maruska outlined the option of hiring a designer under a “Non-Architectural and Non-Engineering Services Contract.” The designer would likely need architectural and engineering support, so he recommended the Port directly contract with an engineering firm and an architect firm under an IDIQ (Indefinite Delivery/Indefinite Quantity) contract. Basically, the firms would be on retainer at an hourly rate to support the designer with those specific aspects of services. The Port would have 3 contracts: a Professional Services Contract with a designer and an IDIQ contract with an engineer and another IDIQ contract with an architect. The Commission agreed it was the ideal approach. Maruska also suggested that it’s possible to enter into tenant agreements where the tenant can pay for some improvements in exchange for reduced rent, etc.

The pre-bid conference for the Black Box Theater project (2nd entry/exit door) will be held June 20th at 2:00 p.m. at the Fairgrounds.

Mukilteo Parking: Mozer is preparing to submit an application for a Regional Mobility Grant for the project, and noted there is a requirement to show that the applicant’s planning documents accommodate the project for which you are applying. The Port’s Comp Scheme does have a strategic goal to “Enhance Transportation Opportunities” and the exact wording states: “*Support local agencies efforts to improve vehicle parking and multi-modal efficiency in relationship to the ferry.*” Mozer wasn’t satisfied that it adequately described the specific project, so she prepared a draft amendment to the Comp Scheme to include the Mukilteo Capital Project. The amendment requires public notice and a public hearing. She recommended posting the legal notice on June 23 and June 30 and holding the public hearing on the amendment immediately before the regular meeting on July 10.

ACTION: A Motion was made by Gordon and seconded by Commissioner Ed Halloran to approve the publication and notice of the draft Comprehensive Scheme Amendment II as presented with a Public Hearing to be held on July 10. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 4:00 p.m.


Approved:



Commissioner Jack Ng, Freeland




Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

Minutes prepared and submitted by:



Molly MacLeod-Roberts, Port Clerk/Accountant

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 4:20 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.]