

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND  
SPECIAL MEETING**  
Held at China City Banquet Room, 1804 Scott Rd, Freeland WA 98249  
Wednesday, March 11, 2020 at 2:00 p.m.

**AGENDA**

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (2:00 p.m.)

**Approval of March Vouchers in the amount of \$54,935.37**

**2020 Island Regional Transportation Planning Organization (IRTPO) Transportation Alternatives  
Grant Prospectus**

ADJOURNMENT (Approximately 2:30 p.m.)

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Special Meeting

March 11, 2020

Freeland, Washington

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

**Port Staff Present:** Stan Reeves (Executive Director) & Molly MacLeod-Roberts (Port Clerk/Accountant)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Wednesday, March 11, 2020, in the Banquet Room of China City Restaurant at 1804 Scott Rd in Freeland, Washington. As previously announced, due to concerns regarding the coronavirus (COVID-19) outbreak, the regular meeting scheduled for March 10<sup>th</sup> was cancelled. Although this Special Meeting was of course open to the public, due to COVID-19, attendance at such gatherings was discouraged per Island County's Press Release dated March 4<sup>th</sup>. Additionally, the meeting was scheduled primarily for Commission consideration, discussion and action on those specific issues and public participation was not on the Agenda.

Commissioner Ed Halloran, President, called the Special Meeting to order at 2:00 p.m., followed by the Pledge of Allegiance.

**Approval of Current Vouchers:** Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

**ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2020 as signed today in the amount of \$54,935.37. The Motion passed unanimously.**

**2020 Island Regional Transportation Planning Organization (IRTPO) Transportation Alternatives Grant Prospectus:** Executive Director Stan Reeves explained that historically this grant has been used for bike or walking trails, and Gordon's idea is to use this program to fund passenger-only ferry operations or at least get the Clinton Dock repaired so it can potentially be used for that purpose. Reeves contacted Island County Transportation Planner Susan Driver who runs the program, and she has been very helpful. She is a big advocate of passenger-only service for Island County, and she helped "shoehorn" the Clinton dock into the application. The completed application is due at 4:00 p.m. tomorrow and it is ready for submission. Reeves explained that the application basically states that the Port is looking for funding to do Phase 1 of a 3 phase project to refurbish the Clinton Dock, with Phase 1 being removal of the existing floats and pick up the gangway and store it at the Humphrey Road Parking Lot. Phase 2 is to design/engineer the new dock and Phase 3 is construction of a new passenger-only ferry dock. The total estimated cost for all 3 phases is \$650,000 with Phase 1 total of \$169,000. Even if the application is rejected, it gets us on the radar as a transportation alternative to trails.

Reeves also requested a letter of support from John Vezina, Director of Government Relations at Washington State Ferries. Vezina said the draft would have to be run by headquarters for review and asked to please make sure it's clear any future passenger ferry service would not run between Clinton and Mukilteo as that would compete with their route.

architectural services to the Port on an on-call basis for various Port projects for specified base year rates. The Port will request services on a task order basis and Task Orders may not exceed \$50,000. It is a 1-year agreement and may be extended to a total period of 36 months.

**ACTION:** A Motion was made by Gordon and seconded by Halloran to approve the On-Call Architectural Consulting Services Agreement with The Brown Associates/Architects as presented. The Motion passed unanimously.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 1:36 p.m. to review the performance of a public employee for an expected duration of 10 minutes. The Commission came out of Executive Session and returned to the Regular Meeting at 1:46 p.m.

Gordon said he would manage Reeves' evaluation. Each of the Commissioners and Reeves will complete the same Evaluation Form. At the next Port meeting, the Commission will meet in Executive Session to discuss the scoring, and Gordon will subsequently meet with Reeves to go over the evaluations. However, Gordon suggested to the Commissioners that they know enough about Reeves' performance in his first 18 months to merit the same pay increase as other Port staff received.

**ACTION:** A Motion was made by Gordon and seconded by Halloran to approve a 4% increase in pay for Executive Director Stan Reeves effective as of January 1, 2020. The Motion passed unanimously.

ADJOURNMENT: The Meeting was adjourned at 1:50 p.m.

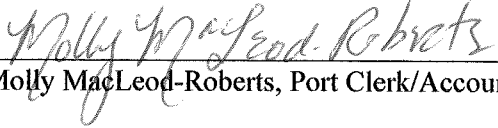
Approved:

  
\_\_\_\_\_  
Commissioner Ed Halloran, Langley


  
\_\_\_\_\_  
Commissioner Curt Gordon, Clinton

  
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Commissioner Jack Ng, Freeland

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.

 *Commissioners Ed Halloran, Curt Gordon and Jack Ng approved the foregoing Minutes during the regular meeting of March 11, 2020, which was held online via Zoom Meeting.*