

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Tuesday, December 2, 2014 at 6:00 p.m.

AGENDA

CALL TO ORDER and PLEDGE OF ALLEGIANCE

SOUTH WHIDBEY HARBOR
Outside Mooring Project

POSSESSION BEACH WATERFRONT PARK
Property Boundaries

PORT COMMISSION DISCUSSION/ACTION ITEMS
Executive Director Employment Agreement
Commissioner Vacancy/Appointment Process

PARKING IN MUKILTEO

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND
Minutes of the Special Meeting
December 2, 2014
Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Dennis Gregoire (Freeland) and Ed Halloran (Langley)

Others Present

Port Staff: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster) and Wayne Nance (Maintenance & Operations Supervisor)

Public: Ryan Bell and Matt Donahoe (Collins Engineers)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, December 2, 2014, 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 meet and discuss the items on the published Agenda. Although the Meeting was of course open to the public, it was scheduled primarily for Commission consideration, discussion and action on the specific issues listed and public participation was not on the Agenda.

Commissioner Curt Gordon, President, called the Special Meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

SOUTH WHIDBEY HARBOR

Outside Mooring Project: Ryan Bell and Matt Donahoe from Collins Engineers were on hand to provide an overview of the Construction Plans (60% Design) and the Basis of Design previously submitted (on file at the Port office and available upon request). Bell provided the details regarding the approach and analysis utilized by Collins for the design. He noted that the design vessel used for the analysis (the Clipper IV) is larger than the Clipper III and due to international restrictions, only the smaller Clipper III would be allowed to visit the South Whidbey Harbor. Using that design vessel with all the parameters, Collins took the design loads provided by the Port and the wind/wave/current loads that were stipulated in a hydraulic study report by Coast & Harbor Engineering, and used their OPTIMOOR software (a mooring analysis program that identifies loads transferred to a structure from a vessel). Based on their analysis, the mooring lines and the anchor lines have more than enough capacity to handle vessels the size of the Clipper IV. Collins determined that 18" steel dock cleats with a 5 ton capacity will have enough capacity to handle the mooring loads.

The primary (Alternative 1) design is four cleats (two at each end), with an additional cleat in the middle for convenience in docking smaller vessels. With just those 4 cleats alone, the dock could handle the design vessel. The four end cleats would be "through-bolted" into the end compartments that are accessible. An additional cleat in the middle is (for convenience in docking smaller vessels) is also included in the design. Installation of that middle cleat would be dowelled in with epoxy (or mechanical) anchors since the interior compartments are not accessible and therefore cannot be installed with through bolts. Alternative 2 has the four cleats installed in the same manner as the middle cleat. Alternative 2 provides a more uniform cleat layout, but it could be more costly and there would be more impact to the railing. The Commissioners agreed they preferred the first alternative for installation of the cleats (using through bolts in the end cleats rather than epoxy/mechanical anchors and tearing down more wave wall/railing).

In the plans, the 266' D Dock was sectioned in half with the northern half that includes the gangway identified as Float C and the southern half identified as Float D. The 133' E Dock is identified as Float E. The Port could opt to install mooring on one, two or all three Floats. A section of the curb, wave wall & railing across from the gangway was previously removed from Float C of D Dock to allow the gangway to move during extreme weather/tide conditions. As a result, that area is open and subject to waves coming up onto the dock and washing over it. Harbormaster Duncan McPhee noted that removing any

other parts of that wave wall would have the same result in that area, causing safety concern. Additionally, if the Clipper or another large vessel docked on Float C, the vessel's loading/unloading platform so close to the gangway could cause significant congestion. Float C also has a large transformer on it. McPhee concluded Float D would therefore be preferred. The existing curb is 6" and the existing wave wall is 18". Bell explained that the curb and wave wall would be removed, a rebar cage put in place, the cleat would be installed and anchored, and then they would replace the curb (pouring cement into the rebar cage) and the cleat would end up "sitting" on the curb (6"). McPhee said it would be very beneficial if the cleats could be brought up (via engineered pedestals) to the approximate height of 2 ft. (the combined height of curb and the wave wall to regain use of the dock when there are swells. Bell noted it would require pedestal and a wider wall. He said, *From an engineering standpoint, the way I'm going to look at it is: Can we get a design that will work up at the top? If we can, is that reasonable? And if not, we subtract from there and get it down to something that is acceptable.*" The Commission agreed to start there and see if it's practical to elevate the cleats as discussed.

Regarding the opening across from the gangway (where the wave wall was removed), Gordon asked if there was a way to deal with it that would eliminate the "wash" of the swells coming across. Maintenance & Operations Supervisor Wayne Nance suggested using 4x4 timbers in stop log channels with a rubber stop as a seal (like beachfront property owners do on their bulkheads). Bell agreed, noting that when a big storm is coming, Harbor staff could then pull up the timbers as needed. The Commission agreed it was a good idea and would like Collins to look into it.

Gordon would like Collins to provide an estimate that includes the ability to moor on all three floats (C, D & E). Donahoe cautioned that they would need to look into mooring more than one large vessel at a time as they hadn't done that yet. During the following discussion, it came to light that Collins Engineers had not assessed the load capacity if there is a large vessel on the outside and a "full house" (including rafting) on the inside. They only looked at having a large vessel on the outside with no boats on the inside opposite the vessel. The Commission and Staff agreed that analysis needs to be done. McPhee agreed to provide Collins with the information regarding the worst case "full house" scenario so they could go do back to the moorage analysis software program and calculate the maximum capacity (mooring lines & anchor piles). Bell said he would have to get back to the Port with a cost estimate for that additional analysis. Gordon asked they also provide the Port with the money spent to date and an updated schedule.

Bell summarized the following action items for Collins Engineers to perform:

- 90% design and cost for the primary design as presented (4 cleats at ends dowelled with through bolts and one in middle that is epoxied and anchored).
- Look into modifying the cleat design to bring them up to the top of the wall or some other elevation higher than the curb. This falls within the current design scope.
- Look into replacing the existing opening with a stop log system.
- Additional analysis for "full house" load. Bell said they would need to provide a proposal for this work, and they would include the work on the stop log system in that proposal.

Collins Engineers completed the dive inspection of the breakwater. The inspection uncovered three places where the anchor lines for the breakwater are making contact, with one causing an anchor line abrasion. Shannon Kinsella of Reid Middleton reviewed the inspection results and indicated the plans included a specific order for installation of the anchor lines, and lines 266-9 and 266-4 were intended to be below lines 133-2 and 266-5 (respectively) but have been incorrectly installed above, resulting in the lines rubbing. Kinsella also noted that there should be sleeves in place on both 266-8 and 266-9 where the anchor lines cross each other but they are not in place, causing abrasion. The Breakwater Mooring Schedule also required the installation of HDPE sleeves that were 20 ft. long to protect the lines from abrasion when the lines occasionally make contact and installed in a manner that would keep them in place. The inspection showed HDPE sleeves that were only 1 ft. long that were up near the surface rather

than where the lines connect. Mozer noted that the design drawings call for no more than 4 segments of HDPE sleeves on each anchor line, but it was installed with numerous 6 in. – 1 ft. pieces all the way down.

Based on the information provided by Collins Engineers and Reid Middleton, Gordon believes it is a warranty issue due to incorrect installation. The Commission agreed. Reid Middleton has been asked to submit their report to the Port Attorney for legal review.

POSSESSION BEACH WATERFRONT PARK

Property Boundaries: Nance recently walked the property and it appears that some of the Park's neighbors might be infringing on the Port's property. They are maintaining some parts of the Port's public property with plantings and grass mowing, along with some lawn furniture. Several yard waste/compost piles have also been dumped on the Port's property. Gordon believes it is the Port's responsibility to make the boundaries clear and that the property line needs to be clearly marked at the corners and the monument(s) and staked every 20' or so as needed for sight distance. He proposed hiring the most recent surveyor (TMI Land Surveying) to do that work. After a brief discussion, Halloran volunteered to contact Jerry Morrison of TMI and ask him to meet Nance, Mozer & Halloran at the property to discuss the issue with the neighbors. Mozer added that regardless of how that discussion goes, the Port should still hire TMI to stake out the property. The Commission agreed.

PORT COMMISSION DISCUSSION/ACTION ITEMS

Executive Director Employment Agreement (EXHIBIT A): During the Special Meeting held on October 29th, the Commission took action to appoint Angi Mozer as Executive Director on an annual basis effective December 1st pending negotiations. Mozer subsequently provided each of the Commissioners with copies of the Agreement she had drafted.

ACTION: A Motion was made by Halloran and approved by Gregoire to accept and approve the Executive Director Employment Agreement as presented for Angi Mozer for a period of one year beginning December 1, 2014. The Motion passed unanimously.

Commissioner Vacancy/Appointment Process: Gordon noted that he would be out of town for two weeks in January, including the week that the regular meeting is scheduled. Because Gregoire's resignation takes effect December 20th, there would therefore not be a quorum and a meeting could not be held on January 13th. Gordon proposed holding a meeting on January 6th to process vouchers, etc. and adjourning the regular meeting to January 20th when there would be a quorum. Halloran agreed.

After a brief discussion of possible dates, Mozer proposed advertising the Commissioner vacancy in the South Whidbey Record and on the Port's website beginning January 5th. The deadline for interested candidates to submit applications would be Friday, January 16th. Then during the regular meeting on January 20th, Halloran & Gordon could discuss a schedule to conduct interviews of all applicants. The Commission agreed.


PARKING IN MUKILTEO: Gordon recently learned that the City of Mukilteo is taking the lead in trying to make sure there is a parking facility for more than just the employees of the Sounder train and the ferry employees at the new multimodal terminal. The City of Mukilteo has everyone at the table, including Community Transit, Port of Everett, and the Washington State Ferries. Island County is staying at the table and they know Gordon has been pushing hard as the Port of South Whidbey's representative. Mukilteo has come up with a Request for Qualifications (RFQ) to conduct an in depth study at an estimated cost of \$75,000 and the City is looking for partners to share that cost. Gordon noted that the write-up for that RFQ discussed commuters from Whidbey but completely failed to discuss the tourists and visitors that also need parking, including overnight parking. He said, "So we need to be at the table."

I suggest we let the County know that if they are in for \$20,000, the Port will kick in \$7,500 or \$10,000.” Both Halloran and Gregoire agreed it was a very good idea and an excellent opportunity.

ACTION: A Motion was made by Gregoire and seconded by Halloran to commit to a contribution of \$10,000 for a parking facility study in Mukilteo. The Motion passed unanimously.

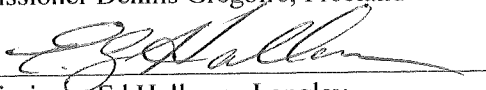
ADJOURNMENT: The Special Meeting was adjourned at 8:15 p.m.

Approved:



Commissioner Curt Gordon, Clinton

Commissioner Dennis Gregoire, Freeland



Commissioner Ed Halloran, Langley

Minutes reviewed by:



Angi Mozer, Executive Director

Exhibit A: Executive Director Employment Agreement