

AGENDA
THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING of the BOARD OF COMMISSIONERS
Tuesday, November 29, 2011 at 4:00 pm
Port Office Conference Room, Freeland, WA

1. SPECIAL MEETING

- A. Call to Order
- B. Pledge of Allegiance

2. ACTION ISSUES – Commission & Staff Discussion and Direction

- A. Final Action for 2012 Budget
 - 1. Approval of 2012 Final Budget
 - 2. Ordinance/Resolution No. 11-07 to Establish 2012 Levy

- B. South Whidbey Harbor Operations
 - 1. Electrical Maintenance Project: Preliminary Results from 10:00am Bid Opening
 - 2. Commission: Conditional Action on Contract Award and Notice To Proceed

- C. Commission Response to Request from RCO for Ed to participate on WWRP Water Access Advisory Committee for 2012-2014

- D. Upcoming Meeting Topics

3. ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

November 29, 2011

Freeland, Washington

Commissioners Present: Chris Jerome (Langley) and Curt Gordon (Clinton) **Absent:** Geoff Tapert (Freeland)

Others Present:

Port Staff: Ed Field (Port Manager), Ron Rhinehart (Port Finance Manager) 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 Tuesday, November 29, 2011, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for final Commission action on the 2012 Budget and Commission and Staff review and direction on the bid results from the morning's bid opening for the Electrical Maintenance Project (EMP) for the South Whidbey Harbor at Langley. Although the Meeting was of course open to the public, it was scheduled primarily to enable the Commission to finalize the 2012 Budget and review the EMP bid results, and public participation was not on the Agenda. Commissioner Jerome, President, called the Special Meeting to order at 4:05 p.m., followed by the Pledge of Allegiance.

ACTION ISSUES

Final Action for 2012 Budget

1. *Approval of 2012 Final Budget:* Port Finance Manager Ron Rhinehart presented the Commission with new copies of the 2012 Final Budget (**EXHIBIT A**). The only change to the previously approved version was pulling \$30,000 out of the Capital Expenditure **Line 68: SWH Construction in Progress** and moving it to South Whidbey Harbor Expenditure **Line 144: Improvements**. The \$30,000 is for the electrical refurbishment of the existing SWH facility. He explained that it is merely a reallocation, so the bottom line and cash balance at the end of the year are unchanged.

ACTION: A Motion was made by Gordon and seconded by Jerome to approve and adopt the 2012 Final Budget as presented. The Motion passed unanimously, and Jerome provided his signature as President.

2. *Ordinance/Resolution No. 11-07 to Establish 2012 Levy:* Rhinehart said the change to the 2012 Final Budget does not affect the Ordinance/Resolution No. 11-07 approved and adopted at the regular November meeting.

South Whidbey Harbor Operations

1. *Electrical Maintenance Project (EMP) – Preliminary Results from 10:00 a.m. Bid Opening:* Port Operations Manager Ed Field reported that a bid was opened this morning (only one submitted). Four companies received bid documents but Whidbey Island Electric (WIE) was the lone submittal. WIE's bid total was \$26,702 (tax included). The Port's Electrical Engineer's original estimate for the work was \$20,000-\$30,000 and WIE's bid was \$24,800 for the work. Field had reviewed the bid with the Electrical Engineer and they agreed it was a good bid.

ACTION: A Motion was made by Gordon and seconded by Jerome to accept and award Whidbey Island Electric's bid of \$26,702 for the Electrical Maintenance Project at the South Whidbey Harbor. The Motion passed unanimously.

Commission Response to Request from Washington State Recreation & Conservation Office (RCO) for Field to participate on Washington Wildlife & Recreation Program (WWRP) Water Access Advisory Committee for 2012-2014: Field explained that since the Port was a previously successful grant applicant for the Water Access Program (for Clinton Beach), RCO had contacted him last year and asked him to serve as a Project Reviewer, and he subsequently spent one day in Olympia scoring and reviewing projects. RCO is now trying to put together more of a long-term committee, so they would like committee members to serve from 2012-2014. There are only review cycles in even numbered years, so it comes down to a 1-2 day session in Olympia in May or June of 2012, a 1-2 day session in Olympia in mid-August 2012 and then the same thing in 2014.

Gordon asked if the request was based on Field's experience with projects, and Field replied, "*It's based both on my experience with projects and my experience with the RCO process since the Port was a successful grantee and has continued to participate.*" Field said that if it is a two-day session, he would need to stay in a hotel overnight. Jerome thought the Port should participate as a matter of good will. Gordon asked if Field could brief Rhinehart and have Rhinehart attend instead. Field said he would ask RCO.

Upcoming Meeting Topics: Gordon said he would like to come up with some kind of purchase option for the Mukilteo property for a parking garage and it could include various contingencies. He asked that it be added to the agenda of the regular December meeting.

ADJOURNMENT: The Special Meeting was adjourned at 4:37 p.m.

Approved:


Minutes prepared by:



Commissioner Chris Jerome, Langley



Edwin S. Field, Port Operations Manager



Commissioner Curt Gordon, Clinton

ABSENT

~~Commissioner Geoff Tapert, Freeland~~

Exhibit A: 2012 Final Budget