

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Wednesday, December 16, 2015 at 4:00 p.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (4:00 p.m.)

South Whidbey Harbor

OUTSIDE MOORING PROJECT AWARD (4:00 – 4:30 p.m.)

COLLINS ENGINEERING PROPOSAL (4:30 – 4:45 p.m.)

ADJOURNMENT (Approximately 4:45 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

December 16, 2015

Freeland, Washington

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

Port Staff: Angi Mozer (Executive Director), Molly MacLeod-Roberts (Port Clerk), Duncan McPhee (Harbormaster), and **Consultants** Melene Thompson (Fairgrounds Property Manager) and Marty Matthews (Fairgrounds Business and Marketing Plan Study)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Wednesday, December 16, 2015, 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 Curt Gordon, President, called the Special Meeting to order at 4:06 p.m., followed by the Pledge of Allegiance.

SOUTH WHIDBEY HARBOR

Outside Mooring Project Award: As discussed at the regular December meeting, the Port received bids from two firms for the South Whidbey Harbor Floating Breakwater Modification Project 2015-4. Both bidders included bid sums for the Base Bid (Outside Mooring) and the Alternate Bid (Anchor Line Adjustments/Repair). Mozer had prepared a Bid Tabulation. The Engineer's Estimate for the Base Bid was \$83,860.41. Culbertson Marine's Base Bid was \$81,818.49 and Pacific Pile & Marine's Base Bid was \$82,084.81. If the Commission decides to award the Base Bid only now and go out to bid for the Alternate later, Culbertson would be the low bidder for the Base Bid. Culbertson's Alternate Bid was \$146,005.84 for a combined (Base + Alternate) sum of \$227,824.33. Pacific Pile & Marine's Alternate Bid was \$92,666.75 for a combined (Base + Alternate) sum of \$174,751.56. So if the Commission decides to award both the Base and Alternate Bids, Pacific Pile & Marine would be the low bidder for the combined Base and Alternate Bids.

Commissioner Jack Ng noted that if the Port begins the next phase of expansion soon, the Floating Breakwater docks would have to be relocated so spending money on repairing the lines now might be wasteful. He suggested holding off on the Alternate Bid until the Port knows the deadline to do the fix and what liability exists. Mozer explained that in order to determine how much time the Port might have to delay the anchor line fix (Alternate Bid), Collins Engineers would need to perform an underwater inspection. Collins provided a cost estimate of \$5,533 for mobilization of underwater inspection, underwater anchor line inspection, and underwater inspection report. Commissioner Ed Halloran said he would like to go forward with Collins' inspection as soon as possible and award the Base Bid today. Then, based on the inspection report of liability risk, etc., the Port could go out to bid for the Alternate Bid. Gordon noted that if they award only the Base Bid today, there would be a delay because the Port would have to go back out to bid for the Alternate as a separate project later – the current bid results for the Alternate would not be valid.

While performing underwater repair to one of the clump weights recently, Sound Slope & Shoreline's dive inspection indicated that the shackle, the bolt and the cotter pins used were mild steel – not stainless steel safety pins as called out in the specs by Reid Middleton. Gordon noted that with two of those cotter pins rotting out, it could be a sign that there are more problems with the anchor lines than just rubbing.

Collins inspected it thoroughly last year; he doesn't want to spend another \$5,500 inspecting – he just wants to just fix it now.

ACTION: A Motion was made by Ng and seconded by Halloran to award the South Whidbey Harbor Floating Breakwater Modification Project 2015-4 Base Bid and Alternate Bid to Pacific Pile & Marine for the Contract Sum of \$174,751.56. The Motion passed unanimously.


Collins Engineering Proposal: Collins Engineering, Inc. had submitted Outside Mooring Project Amendment 4 – Anchor Line Design Peer Review and Underwater Inspection for a total of \$9,987. Peer Review included three tasks: 1) Collect existing record construction documents, 2) Evaluate construction plans, specifications and construction sequencing, and 3) Evaluation Report. The total cost for the Anchor Line Design Peer Review was \$4,454, and as previously noted the Underwater Inspection proposed fee was \$5,533.

Mozer noted that the Port has a contract with Collins to provide independent Construction Management services for the project. The Port has also hired Collins to perform an extremely thorough final underwater inspection of the anchor line fix at the end of the project, and that report will cost approximately \$9,000.

ACTION: A Motion was made by Ng and seconded by Halloran to accept Collins Engineers, Inc.'s proposal for Anchor Line Design Peer Review only for the Cost Plus Not to Exceed amount of \$4,454. The Motion passed unanimously.

ADJOURNMENT: The Special Meeting was adjourned at 4:43 p.m.


Approved:



Commissioner Curt Gordon, Clinton

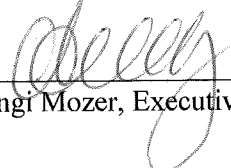


Commissioner Ed Halloran, Langley



Commissioner Jack Ng, Freeland

Minutes reviewed by:



Angi Mozer, Executive Director

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.