

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

Held via Zoom Meeting Service  
Monday, August 24, 2020 at 4:00 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/83952782856?pwd=M3lrZFZYMWxISXNlcEs4TTc4Y0VqUT09>

Meeting ID: 839 5278 2856

Passcode: 600227

One tap mobile

+12532158782,,83952782856#,,,,,0#,,600227# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 839 5278 2856

Passcode: 600227

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

**3-Phase Power Project - Fairgrounds**

ADJOURNMENT (Approximately 5:00 p.m.)

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

August 24, 2020

Freeland, Washington

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

**Port Staff Present:** Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant) and Bryon Midkiff (Fairgrounds Director)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Monday, August 24, 2020, via Zoom Meeting Service. Although this Special Meeting was of course open to the public, the meeting was scheduled primarily for Commission consideration, discussion and action on the specific issue and public participation was not on the Agenda.

Commissioner Ed Halloran, President, called the Special Meeting to order at 4:00 p.m., followed by the Pledge of Allegiance.

**3-Phase Power Project – Fairgrounds:** Executive Director Stan Reeves summarized the modified bid of \$84,137.88 submitted by the qualified, responsive bidder for the project. The bid was modified due to the change of scope. That bid includes bringing 3-phase power onto the Fairgrounds, trenching, installation of the meters, junction boxes and the electric fence it would all be hung on, and running the conduit back to the existing handhold box by the pole that has power going to the Coffman Building right now. The conduit would not have wiring in it, but it would have the pole lines and the handles, etc. For that bid number, the Port would have to perform some of the manual labor by removing the dirt from the trench that wasn't put back in the trench, install and tear down the safety fencing, etc.

Before Commissioner Jack Ng lost connection with the Special Meeting on August 18<sup>th</sup>, the Commissioners were discussing whether to accept the modified bid or go back out to bid with the revised scope of work via a sealed bid process instead of using the MRSC Small Works Roster process.

Commissioner Curt Gordon explained that the Port has found that many of the local contractors haven't signed up with the MRSC Roster. However, if the Port goes through the seal bid process, it will take several weeks to advertise, approve the bid and give the notice to proceed. After reviewing the project, he thinks the original scope of work wasn't good enough and the project should be put out to bid again with the revised scope of work by whichever method Reeves thinks is best, with an accurate drawing from Puget Sound Energy on file. While waiting for the revised drawing from PSE, Reeves could reach out to local contractors and ask them to join the MRSC Roster and consider bidding on the project when it is posted. Gordon added that he doesn't think Port staff should be working with the contractor; the contractor should handle the entire project. He would like to start over from scratch and go out to bid with the exact project the Port intends to do, rather than award based on a modification made after it was bid.

Even with the additional time spent going back out to bid, the project should still be substantially complete by the end of the year as required by the Rural County Economic Development Fund grant. The Port still has over \$600,000 remaining in that grant, and Reeves plans to email Island County GSA Director Elaine Marlowe and ask for an extension, outlining the issues the Port has had with spending the funds (the high design costs for the Coffman Building, Covid-19, etc.). Marlowe previously indicated that a one-year extension shouldn't be a problem, but Reeves wants to get it in front of the Island County Commissioners as soon as possible.

After additional discussion, Reeves said that between now and mid-September (when PSE provides the modified drawings), he will research electrical contractors and ask if they are interested in bidding on the project. If they are, he will let them know how to get signed up on the MRSC Roster. That process would be quicker than going through the sealed bid process which requires advertising, etc. If he can't find qualified contractors to sign up with MRSC, the Port will have to go for a broader reach with advertising

and the sealed bid process. He agreed that the scope of work/specifications definitely need to be revised to reflect the exact work the contractors are bidding on.

**ACTION:** A Motion was made by Gordon and seconded by Ng to reject all current bids, rebuild the Scope of Work, and authorize Executive Director Stan Reeves to rebid the 3-Phase Power Project as he sees fit for a fair, competitive process. The Motion passed unanimously.

ADJOURNMENT: Without any further discussion or action, the Special Meeting was adjourned at 4:32 p.m.

Approved:



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

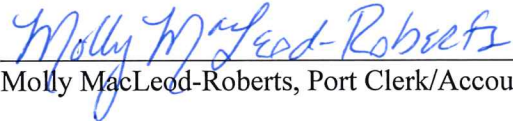


\_\_\_\_\_  
Commissioner Curt Gordon, Clinton



\_\_\_\_\_  
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 303, Freeland WA 98249.



*Commissioners Ed Halloran, Curt Gordon and Jack Ng approved the foregoing Minutes during the regular meeting of September 8, 2020, which was held online via Zoom Meeting*