

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
SPECIAL MEETING
Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Monday, October 21, 2013 at 4:00 p.m.

AGENDA

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Surveillance Cameras Project

South Whidbey Harbor Construction Update

ADJOURNMENT (Approximately 5:00 p.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

October 21, 2013

Freeland, Washington

Commissioners Present: Curt Gordon (Clinton), Dennis Gregoire (Freeland) and Chris Jerome (Langley)

Others Present

Port Staff: Ed Field (Port Operations Manager), Angi Mozer (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 Monday, October 21, 2013, in the Port office conference room at 1804 Scott Rd. in Freeland, WA. As announced, the primary purpose of the Special Meeting was for Commission and Staff review, discussion and direction on the Surveillance Cameras Project and the South Whidbey Harbor construction update. Although the Meeting was of course open to the public, it was scheduled primarily for Commission and Staff consideration of those specific issues, and public participation was not on the Agenda.

Commissioner Curt Gordon, President, called the Special Meeting to order at 4:01 p.m., followed by the Pledge of Allegiance.

SURVEILLANCE CAMERAS PROJECT: Port Finance Manager Angi Mozer reported that the low bidder (Red Hawk) had pulled its bid from the project "due to unforeseen circumstances." She subsequently reviewed the second lowest bid (Whidbey Telecom) and noted the bid was missing qualifications. Upon request, Whidbey Telecom provided qualifications of two separate projects completed that were bigger projects but similar in work. Whidbey Telecom's bid is therefore complete with all bid requirements fulfilled and Mozer recommended approval of award to Whidbey Telecom for \$59,147.71. Port Attorney Brad Cattle had reviewed all bids and said not including qualifications was a "harmless error" or an "irregularity" and does not make the bid non-responsive.

ACTION: A Motion was made by Commissioner Chris Jerome and seconded by Commissioner Dennis Gregoire to award Surveillance Cameras/Port Project #2013-3 to Whidbey Telecom for the bid amount of \$59,147.71. The Motion passed unanimously.

SOUTH WHIDBEY HARBOR CONSTRUCTION UPDATE: Port Operations Manager Ed Field reported Neptune Marine has sawn the 400' breakwater apart and positioned the gangway and transfer span. Once the tensioning and positioning is done on the cables, Neptune Marine will be leaving for 10 days to work on a different job. The specifics regarding the pile cut-offs, etc. should be identified by the time they return to the site. They have also started the electrical work, and Field spent 4.5 hours on the dock with Jack Seipel of Reid Middleton and Ed David of Harbor Power Engineers going over various issues. The gangway is landing onto skids and riding on the concrete; there needs to be something else such as a thin plate of steel or aluminum. HDPE is too expensive and too slick of a surface. Also, the gangway was fabricated without light mounting plates (contractor's mistake). The lights per the specs are \$250 each, but after discussion, the engineers recommend "truck lights" that are weather-sealed, easily replaced and cost about \$9 each. That will result in cost savings for the Port.

Additional issues discussed:

- There is a light pole that is too close to the bottom of the gangway. It needs to be repositioned to the north where there is no light currently.
- The transformer also needs to be repositioned, as it blocks the view from the Harbormaster office.
- The light pole at the end of the transfer span needs to be moved.

The Commission felt these issues were not anticipated because Reid Middleton didn't do as much overlay as they should have.

Field said they are working on the connection detail of the electric cabling from the gangway to the dock and there might be additional costs involved. Onshore, the two small poles in the parking lot behind the phone booth are scheduled to be removed, but Field said the intent is to actually leave one pole with the light on it unless Puget Sound Energy indicates it is not in good enough condition. Replacement of the pole would cost about \$1,000. Whidbey Telecom will leave the "no fee" phone booth there, and it will work only for local calls and calls to 9-1-1.

The layout for the transformers and the switch gear next to the Harbormaster office is an issue, as there is supposed to be a 3' x 4' and a 6' high by 18" wide switch gear with a 3-foot clearance on either side of the transformers for the doors. Although it looks like it will fit, there will be some visual hindrance to the Harbormaster office. Regarding the Harbormaster office, Field said, *"This is not popular, but because of the budget situation, I'm tossing it out here. Jay Tomasko of Neptune Marine told me he has not ordered the Harbormaster office yet. It's an \$18,000 item, and we know we need it out there, but maybe it's something that could be delayed and done later as a Small Works Roster project in a few months."* The office is designed as 5' x 12', but Field thinks it will work better if it is reduced to 5' x 11' for the panels, planking, etc. The Commission agreed that the Harbormaster office should absolutely stay in the contract and be completed by Neptune Marine as agreed.

Tomasko was unable to get any credit back for the extra shackles that weren't used, so Field will contact Nichols Bros. and see if they are interested in buying them.

At 4:27 p.m., Gregoire announced he had a medical appointment and left the meeting.

Regarding the pile cut-off, Mike Carlson Enterprises (MCE) and Neptune Marine suggested that rather than cutting the pile off at a cost of \$11,000, they could put another pile in next to it, put a sign on it and leave it there for only \$2,000-\$3,000. The Commission completely rejected that option, with Jerome adding that it would be a disaster waiting to happen.

One of MCE's employees had stayed at the Boatyard Inn and noticed a picture of the area showed Standard Oil was once on Wharf St., and he asked Field if the Port should go after Standard Oil for the contamination costs. Gordon reminded him that at Gregoire's suggestion, the Port should consider getting reimbursed by the current owner of the contaminated property (the City of Langley), and Field was supposed to look into that per Commission direction.

Regarding the gangway landing, Gordon said he didn't like the idea of the plate, because plates get slippery. Field said steel would get smooth where the tracks are, but rust would make it rougher on the rest of it. Gordon said caster companies might be able to provide good rollers. He expressed concern over the opening right across from the landing, and Field said they were discussing options such as removable railings, etc. Gordon suggested they could use commercial conveyor belt material to prevent the wash from coming over onto the plate during the winter months.

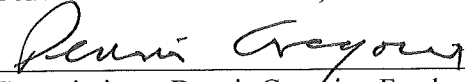
For the life ring and fire extinguisher cabinets, etc., Tomasko has indicated he would be perfectly happy to give the Port the cabinets to install and save on the cost of Neptune's labor. Gordon said it depends on what the labor costs are. As long as the numbers work as a cost savings to the Port, the Commission was fine with taking those pieces out.

ADJOURNMENT: The Special Meeting was adjourned at 4:45 p.m.

Approved:



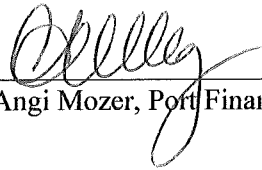
Commissioner Curt Gordon, Clinton



Commissioner Dennis Gregoire, Freeland

Commissioner Chris Jerome, Langley

Minutes reviewed by:



Angi Mozer, Port Finance Manager