

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

Held at Port Office Conference Room, 1804 Scott Rd, Freeland, WA
Friday, November 9, 2018 at 9:00 a.m.

AGENDA

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (9:00 a.m.)

COMMISSIONER ACTIONS/DISCUSSIONS

Consent Agenda: Approval of November Vouchers in the amount of \$141,920.96

2019 Preliminary Budget

Engineering Consulting Agreement

Use of Municipal Research & Services Center (MRSC) Rosters

Fairgrounds

- Interlocal Agreement with Island County for Rural County Economic Development Funds (RCEDF) Grant
- Quote for Tree Removal
- Quote for Fairgrounds' Port office repairs
- Coffman Kitchen (Driftmier Architects' Addendum)

Reid Middleton Settlement Agreement

EXECUTIVE SESSION (to discuss complaint brought against a public employee)

ADJOURNMENT (Approximately 10:15 a.m.)

WORK SESSION (Ending at approximately 10:30 a.m.)

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

November 9, 2018

Freeland, Washington

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

Port Staff Present: Stan Reeves (Executive Director) & Molly MacLeod-Roberts (Port Clerk/Accountant)

MEETING CALL TO ORDER: The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Friday, November 9, 2018, 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 Jack Ng, President, called the Special Meeting to order at 9:00 a.m., followed by the Pledge of Allegiance.

COMMISSIONER ACTIONS/DISCUSSIONS

CONSENT AGENDA

Approval of Current Vouchers: Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated November 2018 as signed today in the amount of \$141,920.96. The Motion passed unanimously.

2019 Preliminary Budget: Executive Director Stan Reeves reported the following changes will be made to the 2019 Preliminary Budget:

- ❖ Operating Receipts, Line #2 - Property taxes: Increase from \$780,000 to \$790,000 based on updated levy calculations
- ❖ Operating Disbursements, Administration, Line #47 – Insurance: Increase from \$50,500 to \$61,500 based on current billing from Enduris which reflects a 23% increase. The amount budgeted for 2018 was \$50,000 and the invoice included in today's vouchers was actually \$59,000.
- ❖ The ending cash for 2018/beginning cash for 2019 will be updated once the Port has received the Island County Treasurer's Report for October.

The Public Hearing on the 2019 Budget will be held on November 27th at 6:15 p.m. in the Freeland Library Meeting Room. A Special Meeting will be held immediately after the Public Hearing during which the Commission will adopt the Final 2019 Budget.

Engineering Consultant Agreement: As discussed during the regular October meeting, four engineering firms had submitted a Statement of Qualifications (SOQ). Reeves had previously developed a Score Sheet and Criteria and after reviewing and evaluating all of the Statements, each of the Commissioners and Reeves scored the firms. The total point rank order of applicants was as follows:

1. Davido Consulting Group - 200
2. Harmsen & Associates, Inc. – 192
3. Pacific Stormwater – 187
4. Evergreen Engineering – 179

Reeves subsequently contacted Davido Consulting Group and entered into negotiations on the rates. Davido originally wanted to sign the agreement with the 2019 rates (which are 28% higher than the 2018 rates), but agreed to use the 2018 rates through December 31, 2019, as outlined in the Engineering Consultant Agreement.

ACTION: A Motion was made by Gordon and seconded by Halloran to approve the Engineering Consultant Agreement with Davido Consulting Group as presented. The Motion passed unanimously.

Ng signed the Agreement as President. Gordon said he, Reeves, Fairgrounds Director Larry Lehtonen and Quin Clements (Vice President and Principal of Civil Engineering at Davido) need to sit down and review all of the Port's potential projects as soon as possible.

Use of Municipal Research & Services (MRSC) Rosters: After participating in the MRSC's webinar, Reeves said he does not see a downside to using the MRSC Roster Program. It requires approval of a resolution and that action can be taken during the November 27th Special Meeting. The Port will then sign a contract to use the MRSC's roster services for small works & consulting services. If it doesn't work out, with 30 days' notice the Port can terminate and the contract must be renewed every year. Reeves explained that the resolution does require the Port to set a limit as to how much he can approve (as Executive Director/Auditing Officer). He added that he was fine with the current authorization limit of \$4,000. Gordon suggested they should review that limit and consider increasing it and revising the "Port powers" (i.e. Delegations of Authority to the Executive Director) resolution. Reeves will have the application and resolution ready for Commission approval during the November 27th Special Meeting and will submit them to the MRSC by the December 1st deadline. The Port will then pay the \$135 annual fee and will use the MRSC's roster services as of January 1, 2019.

Fairgrounds

- Interlocal Agreement (ILA) with Island County for Rural County Economic Development Funds (RCEDF) Grant: Reeves reviewed the Agreement for the \$688,610 awarded in July 2018 and said it contained "no surprises." He recommended approval.

ACTION: A Motion was made by Gordon and seconded by Halloran to enter into the Grant Agreement with Island County for the award of Rural County Economic Development Funds as presented to assist the Port in financing the costs of the Fairgrounds Redevelopment project. The Motion passed unanimously.

- Quote for Tree Removal: Fairgrounds Director Larry Lehtonen contacted six tree contractors to request bids to remove several trees and trim others on the slope behind the animal barns on the west property border. He received only two quotes in response:

1. i-Arbor LLC: \$8,696
2. Pioneer Tree Service & Landscaping, Inc.: \$33,642.65

Tree removal was not broken out specifically in the Fairgrounds Capital Improvement budget in 2018, but it was included in a list of projects. Reeves recommended awarding the bid to i-Arbor for \$9,000 (to allow "wiggle room" for permit fees, etc.).

ACTION: A Motion was made by Halloran and seconded by Gordon to award the bid for Tree Removal at the Fairgrounds to i-Arbor LLC as presented for the not-to-exceed amount of \$9,000. The Motion passed unanimously.

- Quote for Fairgrounds' Port office repairs: "Port Office Renovations and Work Space" was penciled in as a project of up to \$100,000. Reeves explained the project is to replace the roof, all the windows and the door of the Fairgrounds' Port office. Lehtonen contacted five building contractors to request bids for the

project. DB Construction was the only one to respond with a quote of \$16,575.66 (including sales tax). If approved today, the contract will be signed this month and the contractor will order the materials. The work will hopefully be completed in December, and the Port will then pay the bill in January 2019 (as included in next year's budget).

ACTION: A Motion was made by Gordon and seconded by Halloran to award the bid for the Fairgrounds' Port office repairs to DB Construction as submitted for the total amount of \$16,576.66. The Motion passed unanimously.

- Coffman Kitchen (Driftmier Architects' Addendum): Reeves, Lehtonen and Marian Myszkowski (Director of Program & Fund Development at Goosefoot) met with Driftmier Architects to discuss finalizing the design and determine what it will take to complete. The firm indicated the project is about 80% done. Subsequent to the meeting, Driftmier provided Addendum #4 to add additional scope to restart the design of the Coffman Building (paused since March 2018), submit permit documents to the City of Langley and prepare bid documents. With acceptance of Addendum #4, the not-to-exceed compensation limit included in the original agreement dated October 16, 2017 will be increased by \$14,274 from \$119,007 to \$133,281.

ACTION: A Motion was made by Halloran and seconded by Gordon to accept Addendum #4 as submitted by The Driftmier Architects, P.S. to increase the not-to-exceed amount of the original agreement by \$14,274. The Motion passed unanimously.

Reid Middleton Settlement Agreement: Reid Middleton, Inc. (RMI) has offered a Settlement Agreement for the South Whidbey Harbor project. With no admissions by either party, RMI will pay the Port \$5,000 by check within two weeks of full execution of the Agreement. RMI will also discount its charges for services on future professional services engagements by 33% up to an aggregate discount of \$30,000. Any unused portion of the \$30,000 will expire December 31, 2021. Reeves recommended approval. Gordon agreed and suggested RMI's discounted services could be used for the Clinton Dock issue and to finish the design for the G Dock expansion at South Whidbey Harbor.

ACTION: A Motion was made by Gordon and seconded by Halloran to fully execute the Settlement Agreement as presented. The Motion passed unanimously.

EXECUTIVE SESSION: The Commission recessed into Executive Session at 9:30 a.m. to discuss a complaint brought against a public employee for an expected duration of 10 minutes. At 9:40 a.m. the Commission extended the Executive Session for an additional 10 minutes. The Commission came out of Executive Session and returned to the Special Meeting at 9:52 a.m.

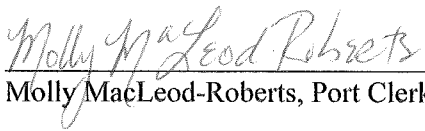
ADJOURNMENT: The Special Meeting was adjourned at 9:53 a.m.

Approved:


Minutes prepared and submitted by:



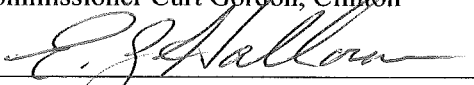
Commissioner Jack Ng, Freeland



Molly MacLeod-Roberts, Port Clerk/Accountant



Commissioner Curt Gordon, Clinton



Commissioner Ed Halloran, Langley

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.

Work Session: The previously announced public Work Session began immediately following adjournment of the Special Meeting. The Work Session ended at 10:33 a.m. with no action taken. [Note: No actions are taken during Work Sessions, which provide an opportunity in an informal workshop format for the Board to review and discuss general Port business.]