

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting
February 2, 2009
Freeland, Washington

Present at the meeting were:

Commissioner Lynae Slinden, Clinton
Commissioner Rolf Seitle, Langley
Commissioner Geoff Tapert, Freeland
Ed Field, Port Manager
Dane Anderson Port Financial Coordinator
Molly MacLeod-Roberts, Port Clerk

Shannon Kinsella, Reid Middleton, Inc.
Nicole Faghin, Reid Middleton, Inc.
David Rytand, Transpac Marinas, Inc.
Daniel Jankelson, Transpac Marinas, Inc.
Justin Rawls, Transpac Marinas, Inc.
Allen Danskine, AJD Engineering

Absent: None

1. MEETING CALL TO ORDER:

The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on February 2, 2009, at the Port's Harbormaster office at the South Whidbey Harbor located at 325 Wharf St. in Langley, WA. As announced, the purpose of the Special Meeting was to interview two design and engineering firms for selection as the lead designer for the harbor expansion project. The Commission also expected to discuss design process, funding and schedule issues. Due to the technical/detailed nature of the meeting, public participation was not scheduled for this focused Special Meeting, but the meeting was open to the public. Commissioner Slinden, President, called the meeting to order at 10:07 a.m.

Commissioner Slinden explained that today's meeting would involve going through and discussing the "South Whidbey Harbor at Langley" Scope of Work (**EXHIBIT A**), including the four tasks and the two alternatives described within the document.

2. INTERVIEW #1 – Reid Middleton, Inc.:

Reid Middleton's Shannon Kinsella, P.E., LEED AP (Project Principal - Director, Waterfront Group) and Nicole Faghin (Director, Planning & Environmental Services Group) provided details of their firm's background and experience (**EXHIBIT B**), discussed the Scope of Work with the Commission, and answered questions from the Commissioners. Specific topics that were addressed included:

- The adequacy of the existing wind & wave studies.
- Reid Middleton's approach to present a range of possible project scopes with cost information *and* risk management information.
- Survivability and performance of the 400' breakwater in extreme conditions.

- Errors & Omissions insurance and possible client direction and payment for increased limits
- Project delivery options
- Commission concerns about the usability and revenue generation from the initial phase, whatever its configuration.

Reid Middleton was advised that the uplands area in general, and the boat ramp in particular, were to be generally excluded from the scope of design work, except for interface concerns such as utility capacity issues.

Regarding completion of the 4 tasks within 4-6 weeks, Kinsella stated that 4 weeks was too quick but 6 weeks was “doable.” At Commissioner Slinden’s request, Kinsella said Reid Middleton would provide the Commission with a priced proposal for the pre-design phase of the Langley Small Boat Harbor Expansion for the Port’s next regular meeting on February 11th.

The interview concluded at 11:50 a.m. and the Reid Middleton representatives left. The meeting was adjourned for lunch. The Commission reconvened the meeting at 1:05 p.m.

3. INTERVIEW #2 – Transpac Marinas, Inc.:

Transpac Marinas’ David Rytand (President), Daniel Jankelson (Vice President, Chief Operating Officer) and Justin Rawls (Vice President – Engineering & Project Management) along with AJD Engineering’s Allen Danskine, PE (Civil Engineer) were on hand and provided details of their firms’ background and experience (**EXHIBIT C**) and discussed the Scope of Work with the Commission, as well as answered questions from the Commissioners. Specific topics which were addressed included:

- The adequacy of the existing wind & wave studies
- Pictures of other project undertaken by Transpac as constructor and AJD as lead structural design engineer
- The applicability of undertaking this project in a design-build delivery system, in whole or in part
- The limited experience of the team in a pre-design and permitting role, especially with regards to external contacts such as the tribes, etc.
- Errors & Omissions insurance

Danskine indicated that the 4-6 week timeline to complete the 4 tasks was adequate. Transpac agreed they would have a proposal to the Commission in time for the Port’s next regular meeting on February 11th.

The interview concluded at 2:00 p.m. and the representatives from Transpac Marina and AJD Engineering left.

4. PROJECT ACTION ISSUES – Staff Report, Commissioners’ Discussion:

- A. Title change for Dane Anderson:** Commissioner Slinden said Dane had requested his title be changed from Financial Coordinator to Financial Manager, because it would give him more leverage and allow him to be more effective when meeting with elected officials and representatives as well as the public. The Commission agreed to the change in title.

B. Staffing and Port Structure: Ed explained that there are various additional items for Dane to work on, including the Bush Point transfer, Request for Proposals for website design and web cams at Port facilities, concessions at the marina, and the Port Management Agreement process with DNR. He explained that would help free up his time to manage the Port's facilities as needed. The Commissioners agreed, noting that the majority of those issues were already associated with the marina project for which the Financial Coordinator/Manager position was established.

Commissioner Slinden noted that her preference for the long-term administrative structure of the Port is to have their own office, a Port Manager, an Administrative Assistant to take care of secondary stuff, and their own Secretary who would prepare the minutes and deal with financial statements and accounting instead of hiring outside and paying top dollar as they do now for those services through the Port Accountant.

All additional discussion was non-significant and no other decisions were made.

5. ADJOURNMENT:

The meeting was adjourned at 2:40 p.m.

Approved:

Minutes prepared by:

Commissioner Geoff Tapert, Freeland

Edwin S. Field, Port Manager

Commissioner Rolf Seitle, Langley

Commissioner Lynae Slinden, Clinton

- Exhibit A: "South Whidbey Harbor at Langley" Scope of Work dated 2/2/2009
- Exhibit B: Reid Middleton background information
- Exhibit C: Transpac, Inc. background information and unsolicited letter dated 1/23/2009