

## **Port District of South Whidbey Island**

Minutes of the Special Port Workshop

January 8, 2007

Port Office, Freeland, Washington

### **Present at the meeting were:**

Commissioner Lynae Slinden, Clinton

Commissioner Rolf Seitle, Langley

Commissioner Geoff Tapert, Freeland

Ed Field, Port Manager

Rob Henry, VP, Art Anderson Assoc.

Jeff Van Derford, S. Whidbey Record

### **CALL TO ORDER**

The Special Workshop of the Port District of South Whidbey Island's Board of Commissioners was convened on January 8, 2007, at the Port office conference room at 5492 S. Harbor Avenue in Freeland, WA. Commissioner Slinden called the meeting to order at 9:30 am. The purpose of the meeting was to meet and discuss potential marine engineering needs which may be associated with the Port's purchase of the floating breakwater from the Port of Bremerton. During the regular Meeting of December 13, 2006, the Board of Commissioners selected Art Anderson Associates (AAA) as the preferred firm of those who submitted letters of interest in response to the Port's solicitation, and this Workshop was scheduled to discuss possible marine engineering work with AAA (with the understanding that any formal action could not be conducted by the Board until their upcoming regular Meeting on January 9, 2007).

### **WORKSHOP**

Port Manager Ed Field opened the discussion by reviewing some initial observations made by Rob Henry of Art Anderson Associates (AAA), Commissioner Seitle and Ed during their pre-meeting inspection of the Langley harbor area earlier in the morning. Ed continued with some background information regarding the status of the current negotiations with the City of Langley regarding the possible transfer of the facility from City to Port. Commissioner Seitle asked Rob about potential marine engineering costs, both overall and on an hourly basis, and Commissioner Slinden asked about potential maintenance, repair and operational costs for the existing marina. Commissioner Tapert noted that a prioritized or phased list of improvements would be needed, and that additional funding might be required, possibly from new tax sources such as an Industrial Development District (IDD). He added that funding would also need to be coordinated with the new Comprehensive Scheme now being developed.

Commissioner Slinden noted that it would be critical for AAA to maintain confidentiality between its Port of South Whidbey (PoSW) projects and its Port of Bremerton (PoB) projects. Rob responded that he could assure confidentiality, and had also checked with PoB's Steve Slaton and received confirmation that PoB did not have any objections to AAA also working for PoSW. Rob said that the work for PoB and PoSW would be compartmentalized, but that their firm's familiarity with the breakwater structure as well as current project details would be an advantage in efficiency for PoSW. He said that he expected that AAA's expertise would be needed in four general aspects: 1) Planning and pre-design, 2) Scope, schedule and budget, 3) Funding and grant opportunities, and 4) Permitting. Rob noted the relevance of his firm's success in accomplishing short-turnaround permitting for the Aqua-Express passenger-ferry facility at Kingston. Commissioner Tapert asked about temporary moorage for the breakwater floats after release by PoB, and Rob noted that there were some provisions for that in the bids due to be opened in the next few days.

With respect to determining the final disposition of the breakwater floats, Commissioner Seitle said he expected to notify the City that agreement is needed by March 1<sup>st</sup>. Possible revised configurations for re-use of the floats were discussed, and Rob noted that it could be re-used as presently configured or broken into three separate components of a new configuration. Rob indicated that his billing rate is \$210/hr, with project managers at \$150/hr, engineers in the range of \$125-\$150/hr, and technicians and support staff at lesser rates, with an overall composite rate of about \$115-\$130/hr.

Regarding what wave and/or wind studies will be needed, Rob recommended that new studies be conducted while still considering available data such as the '84 report. He said that it would be prudent to assume that new studies will be required and budget accordingly, in order to ensure proper design of safe structures. In response to Commissioner Tapert's question regarding the overall portion of project costs likely to be needed for design engineering and permitting, Rob indicated that engineering could be 15% and permitting another 4%-6%, for a combined 20% portion of the overall total. Rob requested that all available information be forwarded to AAA for consideration. The Commissioners agreed that it was premature to even guess at an eventual project scope and cost in Langley, given the early stage of negotiations. They said that they would consider what marine engineering they would expect to need in the near-term, and would develop and transmit a task & scope of work listing to AAA for cost proposal(s).

The Commissioners then briefly discussed their position for the upcoming second round of negotiations with the City (scheduled for January 9<sup>th</sup>), as revised and agreed upon during their 12/13/06 regular Meeting (Reference to Exhibit C from 12/13/06 Minutes).

**ADJOURNMENT**- The Workshop was adjourned at approximately 11:15 a.m.

Approved:

Minutes prepared by:

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Commissioner Lynae Slinden, Clinton

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Edwin S. Field, Port Manager

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Commissioner Rolf Seitle, Langley

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Commissioner Geoff Tapert, Freeland