

## **Port of Anacortes**

### **Regular Commission Meeting Work/Study Session August 21, 2008**

The Port Commission of the Port of Anacortes held its regular meeting and work/study session at 7:00 P.M. on the evening of August 21, 2008. This was a regularly scheduled Commission Meeting held at the Commission Meeting Room of the Main Port Warehouse building, 1<sup>st</sup> & Commercial Avenue, Anacortes, Washington.

In Attendance: Commission President Short, Commission Vice-President Rubin, Commission Secretary Niver, and Commissioner Hopley. Commissioner Mooney was absent.

Also in attendance: Executive Director Bob Hyde, Director of Engineering Elsner; Director of Finance & Administration Johnson; Director of Operations and Facilities Hachey; Marina Manager Fowler, Contract Grant Administrator Switalski, Project Assistant Rowe, Project Manager Estvold, and Administrative Coordinator Lindsey.

#### **CALL TO ORDER**

At 7:01 P.M. Commission President Short called the regular meeting of August 21, 2008, to order and welcomed all in attendance.

#### **PUBLIC COMMENT PERIOD**

Commissioner Short opened the floor for public comment pertaining to items on the regular agenda. Hearing no one with a desire to address the Commission, the floor was closed

#### **REGULAR AGENDA**

#### **ACTION ITEMS**

#### **Project Acceptance for Cap Sante Boat Haven Public Access Improvements, Project #044-00h**

Executive Director Hyde introduced Director of Engineering Elsner who reviewed the item for the Commission. The item requested Commission acceptance of the construction contract with Callen Construction Company, Inc. as complete. The Commission authorized the construction on November 1, 2007, and work commenced in January of 2008, reaching substantial completion in June 2008. Elements completed under the contract include shoreline esplanade improvements from the Boat Haven's central pier south along Seafarers' Way, as well as construction of a public art space within the new central plaza area. The final contract amount totaled \$963,628.

Director Elsner explained that in the case of this item, and of those to follow, the contractor had completed their contractual obligations and Commission acceptance of the project as complete would begin a mandatory thirty day period in which claims could be filed against the performance bond, RCW 39.08.030, and a forty-five day period in which claims could be made against the statutory retained percentage amount, RCW 60.28.011.

Commissioner Short requested any discussion by the Commission. He noted that he had heard positive comments from many regarding the public access improvements. Hearing no other

comments from the Commission, he called for a motion. Commissioner Rubin moved to accept, as complete, the construction contract with Callen Construction Company, Inc. for the Cap Sante Boat Haven Public Access Improvements, Project #044-00h. Commissioner Hopley seconded the motion. Commissioner Short called for a vote on the motion, which carried 4-0 with Commissioner Mooney absent.

Project Acceptance of Construction & Installation of Electrical Service for the Trailer Boat Launch Operator Booth, Project #CSBH-09

Director Elsner presented this item as well, requesting Commission acceptance as complete, the construction contract with Elite Electrical Contractors, Inc. for construction and installation of electrical service for the Trailer Boat Launch Operator Booth. Construction elements included installation from the B-dock main distribution panel to the Operator Booth, as well as additional electrical service to the shoreline esplanade improvements electrical pedestals. The Commission authorized the contract on March 6, 2008. Work commenced in June and was substantially complete in July 2008. The final contract totals \$21,194, higher than the original contract of \$8,882 due to the change order to provide service to the shoreline esplanade.

Commissioner Short requested any discussion by the Commission. Commissioner Hopley inquired whether the project's authorization had been before the Commission as a stand-alone item, noting it most likely would not have been considering it was a small amount. Director Elsner confirmed that the authorization came before the Commission in a general format for the overall project and not this specific portion of the project.

Hearing no further discussion, Commissioner Short called for a motion. Commissioner Rubin moved to accept, as complete, the construction contract with Elite Electrical Contractors, Inc. for construction and installation of electrical service for the Trailer Boat Launch Operator Booth, Project #CSBH-09. Commissioner Hopley seconded the motion. Commissioner Short called for a vote on the motion, which carried 4-0.

Project Acceptance of Construction of Dredged Material Handling Facility as part of the Dakota Creek Industries Interim Remedial Action, Project #PROP-03

The final item for action presented by Director Elsner requested Commission acceptance of the construction contract with Interwest Construction, Inc. for construction of the Dredged Material Handling Facility at Pier 2. The Commission authorized the construction on July 1, 2008. The project reached substantial completion before the end of July. The final contract amount with Interwest totaled \$56,873.

Director Elsner noted the action involved a two-step process with the construction of the facility and the management of the sediments. Bids received by the Port for management of the sediments were much higher than anticipated, prompting the decision to have Port staff and consultants manage the sediments.

Commissioner Short asked for any discussion by the Commission, hearing none, he called for a motion. Commissioner Rubin moved to accept, as complete, the construction contract with Interwest Construction, Inc. for construction of the dredged material handling facility as part of the Dakota Creek Industries Interim Remedial Action Project, Project #PROP-03. Commissioner Hopley seconded the motion. Commissioner Short called for a vote on the motion, which carried 4-0.

Assignment of Lease – from Fidalgo Yacht Sales, Inc. to SkipperCress Yacht Sales and Services, Inc. – Suite “A”

Director of Operations & Facilities Hachey reviewed the item for the Commission. Mr. Deane Brazas current owner of Fidalgo Yacht Sales, Inc., the first tenant in the West Basin Building built in 1984, is retiring and has reached a mutual agreement with SkipperCress Yacht Sales and Service, Inc. another long-time tenant, to assign the lease for Suite “A”. The item requested Commission authorization to assign the Fidalgo Yacht Sales, Inc. contract to SkipperCress. Director Hachey explained that in the fall, both leases would be combined in one long-term lease contract for SkipperCress.

Hearing no discussion, Commissioner Short called for a motion. Commissioner Rubin moved to authorize the Executive Director to assign the Fidalgo Yacht Sales, Inc. lease for Suite “A” of the West Basin Building to SkipperCress Yacht Sales and Services, Inc. effective September 1, 2008. Commissioner Niver seconded the motion.

Commissioner Hopley inquired whether the lease was assignable and had language to that effect. Director Hachey confirmed that was the case. Commissioner Short stated he understood that employees of Fidalgo Yacht Sales would continue with SkipperCress. Hearing no further discussion, Commissioner Short called for a vote on the motion, which carried 4-0.

STUDY SESSION

Review Capital Projects

Executive Director Hyde introduced Director of Engineering Elsner who provided an overview of 2009 Capital Improvement Plan and related development work. He noted this session was the second of three sessions regarding the Capital Plan presented for Commission review and input.

Director Elsner reviewed the proposed project rating/scoring system and return matrix used successfully by the Commission last year in prioritizing projects and providing staff direction. Score sheets for 2009 will be provided to the Commission the beginning of next week. Port staff will also complete score sheets, due back to Engineering by August 31. A copy of Director Elsner’s presentation will be attached to these minutes.

2<sup>nd</sup> Quarter Financial Review

Director of Finance & Administration Johnson presented the financial review for the Commission for April – June of 2008 and responded to questions. A copy of Director Johnson’s presentation will be attached to these minutes following their approval.

COMMUNICATIONS

Update: Project Pier 1

Director Elsner provided the Commission with an update on the aforementioned sediment management for Project Pier 1. Sediments are excavated, screened, and in some cases cleaned and sorted. All rock is being washed and examined to ensure it meets engineering consultant standards for re-deposit into the site as back-fill. Those materials that cannot be reclaimed and reused will be taken to a landfill in Wenatchee. As an example, a cubic yard of

the excavated material weighs approximately 3,400 pounds. The washing and screening process removes 850 pounds of rock and 765 pounds of water, roughly a 50% reduction in total weight, plus further reductions once the materials is dry. Samples of the sediments are routinely tested.

Project Pier 1 Manager Estvold briefed the Commission as well, outlining the phases of the project, including dredging and storm and sanitary sewer line transfers, a new truck access from 4<sup>th</sup> Street, and “O” Avenue beach area improvements.

#### Update: Anacortes Airport Improvements

Executive Director Hyde noted that Project Manger Darden and engineering consultants W&H Pacific reported that work is going well. Underway currently are pavement replacement and the improvement of run-up and wash down areas.

Commissioner Hopley requested to see the plans for 48° North hangars. Director Elsner will review the plans with all interested members of the Commission. He also responded to Commissioner Short’s questions regarding the wash and run-up areas.

#### Update: Cap Sante Boat Haven Request for Proposals

Executive Director Hyde reported that the Port had received two proposals for development of the former Cap Sante Marine site at the Boat Haven. Both proposals lack some required information. A letter will be sent to each proposer, noting which items or questions remain unanswered. One sent, each will have 60 days to respond and provide further information.

In other updates, Director Hyde was please to announce that Cap Sante Boat Haven has been recognized as a Certified Clean Marina for excellence in pollution prevention to protect water quality and properly manage waste, and for promoting clean boating practices. Clean Marina Washington, a partnership between marine business, government agencies and environmental advocates. In a letter to Marina Manager Fowler, Clean Marina Washington recognized the Port’s commitment, innovation, and regional leadership in determining the receipt of the award.

Executive Director Hyde voiced appreciation for Manager Fowler, Director of Operations & Facilities Hachey, Port staff, and local boaters who made this award possible.

Executive Director Hyde noted the final Cap Sante Boat Haven outdoor concert series presentation of the summer is tomorrow evening. Sponsored by the Snohomish Artists Guild, the free public concerts feature northwest area artists and have been well-attended.

As a closing update, he explained the Marine Terminal area would be busy over the next few weeks. Pier 2 will have a ship and a barge in to load petroleum coke, work at the shipyard clean-up site continues, and the Anacortes Jazz Festival arrives at Curtis Wharf.

#### UPCOMING MEETINGS

Executive Director Hyde reviewed the Commission’s upcoming meeting schedule for September. The next Commission Regular Meeting will be September 4, 2008 and the next Regular Work/Study Session will be held on September 18, 2008, both at 7:00 p.m.

PUBLIC COMMENT PERIOD

Commissioner Short opened the public comment period for items not on the regular agenda. Hearing no one with a desire to address the Commission, the floor was closed.

ADJOURNMENT

With no further business to come before the Commission, Commissioner Rubin moved to adjourn, which was seconded by Commissioner Niver. Commissioner Short called for the vote on the motion, which carried 4-0-and at 8:41 P.M. the meeting was adjourned.

**Attest:**

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William L. Short, Commission President

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Keith Rubin, Commission Vice-President

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Ray Niver, Commission Secretary

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Steve Hopley, Commissioner

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Pat D. Mooney, Commissioner

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Julie Johnson Lindsey, Administrative Coordinator  
August 21, 2008