



PORT COMMISSION OF THE PORT OF EDMONDS

MINUTES OF REGULAR MEETING

September 28, 2015

COMMISSIONERS PRESENT

David Preston, President
Bruce Faires, Vice President
Fred Gouge, Secretary
Mary Lou Block
Jim Orvis

STAFF PRESENT

Bob McChesney, Executive Director
Marla Kempf, Deputy Director
Tina Drennan, Finance Manager

OTHERS PRESENT

Bradford Cattle, Port Attorney
Karin Noyes, Recorder

CALL TO ORDER

Commission President Preston called the regular meeting to order at 6:00 p.m., and it was immediately recessed into an executive session.

EXECUTIVE SESSION

It was announced that the purpose of the executive session was to review the performance of a Port employee as per RCW 42.30.110(1)(g). All Commissioners were present. No action was taken and no announcements were made. The executive session was adjourned at 6:50 p.m.

REGULAR MEETING

Commissioner Preston reconvened the regular meeting at 7:00 p.m.

PLEDGE OF ALLEGIANCE

All those in attendance participated in the Pledge of Allegiance to the American Flag.

CONSENT AGENDA

COMMISSIONER ORVIS MOVED THAT THE CONSENT AGENDA BE APPROVED TO INCLUDE THE FOLLOWING ITEMS:

- A. APPROVAL OF AGENDA**
- B. APPROVAL OF SEPTEMBER 14, 2015 MEETING MINUTES**
- C. APPROVAL OF PAYMENTS IN THE AMOUNT OF \$202,407.31**

COMMISSIONER FAIRES SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

PUBLIC COMMENTS

Ernie Collins, Edmonds Yacht Club, reported that the yacht club held a general meeting last week and elected a new slate of officers, including a new Fleet Captain, John Keyes. He advised that club's activities are going well, and they have worked out all of the challenges with their tenant over the summer. They continue to receive

compliments from people who rent the club space regarding the facilities, as well as how well the marina is set up. People often return to the Edmonds waterfront after an event to walk the boardwalk or visit the restaurants. He concluded his report by stating that the club is working on some new ideas that might involve the Port and/or the Sea Scouts.

MAINTENANCE AND CAPITAL PROJECT REPORT

Mr. McChesney provided an overview of the projects staff has been working on throughout the past year, as well as projects they will be doing before the end of the year. He specifically noted:

- The Port's contractor, IMAC, replaced the **3rd festoon on the South Public Launch** in January. This project was a carryover from the launch overhaul project. The festoon track was poorly designed and was not installed properly so the trailing festoon often got hung up as it made the radius. After many attempts to fix the problem, it was decided that it was actually placed on the wrong side and was too tight. The contractor, IMAC, ultimately fixed the problem at no additional cost to the Port, but it took many months to get all the bugs worked out. IMAC was very responsive to the Port's concerns throughout the process.
- The **Main Waterline on I Dock** was replaced by Bering Industrial in January at a cost of about \$18,000. This was not a specific line item in the 2015 budget as it was an unanticipated cost.
- The **Breakwater Lighting** has been replaced by Port staff at a cost of about \$25,000. The project involved changing out all of the lighting fixtures, including the navigational lights on the Mid Marina Breakwater. The previous fixtures were well beyond their useful life, and the project was considered a high priority. Staff did a great job, and Mr. McChesney believes the new fixtures will last for a long while.
- The Port facilitated the purchase of a **Tuff Shed building** for Puget Sound Express. The shed was delivered on site, but Port staff did some of the finish and electrical work. The cost was nearly \$11,000, but Puget Sound Express later purchased the building from the Port, making the expense a pass-through cost.
- By happenstance, Port staff discovered that the **electrical feeder to T Dock** had worn through and there was noticeable wear all the way through to the copper conductors causing stray current. After a bid process, the project was awarded to Elite Electrical and was completed on June 30th at a cost of about \$10,000. It was later discovered that a secondary feeder line needed the same type of repair, and the Port's Maintenance Staff did the work in house at a cost of \$1,850.
- After discovering the problem with the electrical feeder to T Dock, staff felt it would be prudent and necessary to do a complete **dive inspection** of the feeders throughout the marina. The inspection did not identify any serious problems that needed immediate attention, and the issues that were found can be taken care of in house.

Commissioner Faires asked if staff was able to repair the secondary feeder in house because of what they learned from watching the contractor replace the electrical feeder to T Dock. Mr. McChesney said that is generally true, but each situation is a bit different. When possible, staff will fix the problems themselves. However, the conductors are large and heavy, and it is no small task.

- The new **Weather Station** was completed in June. The project cost of \$33,000 was below the \$40,000 budget as the Port was able to creatively reuse an existing kiosk that was previously located at the Antique Mall property. Staff moved the kiosk to the shop where it was rebuilt and fitted with the new technology components. The new station has been well received by the public.
- Staff is currently working on a project to replace the **pump at the Dry Storage Facility**. The pump went out on the Friday before Labor Day, and staff did a great job keeping the facility working by purchasing an off-the-shelf pump. The new pumps will cost about \$3,200 and should arrive within the next week.

Ms. Drennan noted that the pump was previously replaced about four years ago. Commissioner Faires suggested that perhaps the Port should purchase a spare pump to have on hand for future use. Mr. McChesney

agreed that is something to consider. He noted that the Port recently purchased a spare hydraulic pump for the Travelift at a cost of about \$6,000. The intent is to have the pump ready in case the current pump fails, since the lead time for purchasing a new pump is about three months.

- Staff is working to replace **power pedestal counters and meters**, as it was recently discovered that the some of the current equipment is not keeping track of usage. The \$500 cost per meter is generally accounted for in the budget via the electrical service charge.

Commissioner Faires asked if the problems are caused by the saltwater environment. If so, he asked if there is a noxious environment device the Port should be using in this situation. Mr. McChesney answered that the current counters are considered marine grade, but the circuit boards are particularly vulnerable to failure over time.

- **Bollards** were installed by the Marina Operations Office. This was done after an incident that occurred several weeks ago where someone drove their car into the side of the building.
- The **roofs on Harbor Square Buildings 3 and 4** were replaced by Scholten Roofing at a cost of about \$170,000. The project was completed ahead of schedule on August 14th and came in under budget.

Next, Mr. McChesney reviewed upcoming projects to be completed by staff in the near future as follows:

- The **restroom project** is out to bid and the Port is waiting for the necessary permits from the City. The goal is to complete the project by the end of 2015, but he cannot guarantee that will happen because they still haven't selected a contractor and they do not have the building permits in hand.
- The **exterior of the fuel shed** will be repaired.
- The **electrical equipment on I Dock** will be overhauled, and it is anticipated the project will be contracted out.
- The **Dry Storage level sets** will be replaced using in house labor.
- The **Permanent Moorage feeder cord grip** will be replaced. This is considered an interim remedy that resulted from the T Dock feeder replacement. Staff has learned that replacing the feeder cord grip will extend the life of the feeders by eliminating chafing. The project will be done in house.
- The **concrete panels at Guest Moorage** will be replaced. The current panels are cracked and need to be replaced. Staff is currently considering whether the project can be done in house.
- The **Public Launch's north side festoon** will be replaced. The existing festoon is 20 years old and is no longer working properly. The festoon is in stock and will be replaced in house.
- The **promenade lighting conduit** will be upgraded using in house labor.
- The **promenade's wood decking** will be replaced in house as needed.

Commissioner Faires recalled that, at one time, the Port Commission entertained a proposal to replace all of the decking with another type of material that was considered non-slip, but they ultimately decided against the project. He asked if there have been any problems on the existing boardwalk, other than board replacement and pounding in loose nails. Mr. McChesney pointed out that replacing the existing boardwalk with another material would be costly. He recommended that, at this stage, the Port's best option is to continue to replace the worn out boards. He advised that concrete boardwalks have their own structural issues. If the Port were starting from scratch, it may be appropriate to consider using another material. However, from a cost standpoint, the Port should continue to maintain the existing structure. Commissioner Faires suggested that staff view the new deck in front of the distillery at Salish Crossing, which uses an attachment screw that has a larger head and looks like a much more finished and permanent solution that will not back out over time.

- The **Harbor Square sidewalk** needs to be replaced to address potential tripping hazards, and this work can be done in house.
- The **Harbor Square asphalt** will be replaced. The project will require the help of a contractor, and money is proposed in the draft 2016 Operating Budget for this purpose.
- Dollars are also included in the draft 2016 Operating Budget to provide **landscaping at the corner of Dayton Street and SR-104**. The Port has an agreement with the City of Edmonds and the Washington State Department of Transportation to complete the work. The project will not be elaborate, but will compliment what is going on across the street and provide more street appeal.

Commissioner Gouge suggested that an addition be provided to the Harbor Square sign to indicate that the property is owned by the Port of Edmonds. People should be made aware that the Port oversees the property for the taxpayers.

- The Port will continue to replace **HVAC units** on buildings at Harbor Square.

CONTRACTS REPORT

Mr. McChesney provided an overview of the contracts that are currently out to bid, contracts that are being prepared to go out to bid, and contracts that will need possible renewal:

- Projects currently out to bid include pest control for the marina and Harbor Square, new restroom utilities and site work, and Harbor Square landscaping services.
- Bids are currently being prepared for janitorial services, elevator maintenance, and fuel.
- Specifications are being reviewed for possible bid in 2015 for printing, signage, IT service, and I Dock Electrical repair.
- Possible renewal contracts include Commission minutes, environmental consulting, and HVAC maintenance.

Commissioner Gouge suggested the Commission consider sending out an annual report to the taxpayers. Mr. McChesney reported that Ms. Barnes has prepared a public relations piece that talks about what the Port is and what it does. However, it has not yet been circulated because the cost of printing (\$18,000) is higher than anticipated. The intent is to seek funding in the 2016 Operating Budget to send the document out in January or February. The annual report could be sent out as a companion to the public relations piece, but the Commission should recognize that mass mailings are costly.

Commissioner Gouge commented that taxpayers provide funding to the Port, and it is important to keep them informed as to how the tax revenue is being used. Commissioner Preston shared examples of newsletters that are sent out by other entities in the state and suggested that perhaps the Port of Edmonds could do something similar on a one-time basis and the provide links for obtaining further communication via the Port's website.

Mr. McChesney reminded the Commission that the 2015 Financial Report will not be finalized until May of 2016. He suggested that perhaps the public relations piece could be sent out in January or February, followed by a summary version of the financial report in a later month. Commissioner Preston observed that the financial report could be posted on the web, and the public relations piece could provide information on how the public could access the reports. This approach would get the word out in a manner that saves paper and resources. Commissioner Gouge expressed his belief that a paper version of the financial report summary should be mailed to each taxpayer, as there are many residents who are not internet savvy. The Commission agreed to discuss the issue further at a future meeting.

EXECUTIVE DIRECTOR'S REPORT

Mr. McChesney reported that the preliminary 2016 Operating Budget will be presented at the Finance Committee meeting on September 30th at 1:00 p.m. In addition, he announced that a reception is scheduled for September 29th at 4:00 p.m. at the Beach Café to celebrate Puget Sound Express' inaugural season.

Mr. McChesney reported on his attendance at the Washington Public Port Association (WPPA) Environmental Seminar last week. He also reported that he attended the Snohomish County Sports Hall of Fame Banquet that was sponsored by the Sports Commission, an affiliate of the Washington State Tourism Bureau.

Mr. McChesney reminded the Commissioners that a candidates' forum has been scheduled for October 12th at 7:00 p.m., which conflicts with the Port Commission's regular meeting. The Commission discussed the options of starting their meeting earlier so that Commissioners Preston and Orvis could attend the forum or starting the meeting at 7:30 after Commissioners Preston and Orvis have made their presentations at the forum. They agreed it would be most appropriate to postpone the start time of their meeting until 7:30 p.m. However, it was recognized that there may be some citizens who want to attend both events. Commissioners voiced frustration that the candidates' forums are always scheduled on the same night as regular Port Commission meetings, and Mr. McChesney agreed to meet with Chamber representatives to voice their concerns in anticipation of the next election.

Ms. Kempf announced that the Foul Weather Bluff Race is scheduled for October 3rd, and the Guest Moorage area will be full of sail boats.

COMMISSION COMMENTS AND COMMITTEE REPORTS

Commissioners Faires and Gouge announced their plans to attend the annual WPPA Fall Meeting in November.

Commissioner Gouge reported that he attended the Edmonds City Council Meeting where he gave a report of the Port's recent activities. He said he ran over the time limit he was allowed, and it was suggested that he contact the City Clerk to schedule a time on the Council's agenda for his next report.

Commissioner Gouge said he has received complaints from citizens who use the boardwalk about the bad smell that comes from the nearby trash bins. The smell can be particularly bad during the hot, summer months. Mr. McChesney acknowledged that the bins do smell bad sometimes, as fisherman often dispose of fish parts in them. Port staff tries to remedy the situation by washing out the trash bins on a regular basis. Commissioner Gouge suggested that perhaps the bins in the north marina could be moved away from the boardwalk and into an enclosed area, similar to the trash enclosure in the south marina.

Commissioner Gouge announced that he and Commissioner Preston would attend the WPPA Small Ports Seminar in Leavenworth.

Commissioner Orvis reported on his attendance at the second Mayor's Railroad Crossing Advisory Group where the group decided to take the lessons learned from previous projects and make sure there is adequate public outreach throughout the entire process. The plan is to start with a mini contract on public outreach that could involve the creation of a project webpage with links on both the Port and City websites, as well as announcements and articles in the local newspapers and at local meetings. He advised that the advisory group meetings are open to the public, but no public comments are being accepted at this time.

Commissioner Orvis said several entities have indicated they would like to make special presentations, but the advisory group has decided not to use this approach. Instead, all ideas and input will be treated equally, and proposals will be evaluated by the same criteria. Some negative input has been expressed by members of the group, but these individuals have been persuaded to hold off on voicing their support or opposition to a particular concept to avoid "poisoning the well" when the group looks at all alternatives. Once the alternatives have been developed, they can be free to offer their opinions.

Commissioner Orvis explained that the advisory groups charge is to review all alternatives and make a recommendation to the Mayor and City Council, who will make the final decision. The goal is to allow any and all

citizens an opportunity to provide input before the group forwards its recommendation. It was acknowledged that there will be unhappy people, but everyone will have a fair opportunity. He said he would continue to provide updates as the advisory group continues its work.

Commissioner Faires suggested that one of the most important decisions the advisory group will make is the criteria by which each of the alternatives will be evaluated. He asked where this will fit into the group's process. Commissioner Orvis said that the consultant who was hired to do the analysis will help the group establish meaningful criteria and priorities. He said he is amazed at the talent of the people who are working as subcontractors for the main contract. They have expertise in a variety of issues. He noted that the consulting team is required to provide a report to the Legislature in December, and then it will have about 14 months to complete the study. He said Phil Williams, Edmonds Public Works Director, and Patrick Doherty, Edmonds Community Services/Economic Development Director, have been assigned as staff leads to assist the advisory group and consultants. They have provided outstanding service to this point. He announced that the advisory group's next meeting is scheduled for October 6th at 10:00 a.m. in the Brackett Meeting Room at City Hall.

Commissioner Preston reported on his attendance at the WPPA Fall Environmental Seminar last week. It was interesting to see how the meeting had been altered from the format that was used previously. The new format was more productive and more discussion oriented rather than the previous presentations. He felt it was more informative and allowed attendees to establish relationships with representatives from the Department of Ecology.

Commissioner Preston said he spoke with Ernie Collins, Edmonds Yacht Club, about the possibility of the club, sea scouts and Port working together and with other organizations to develop a youth boating program that encourages youth to participate in boating and training in marine trades.

Commissioner Preston said he had a discussion with Jeremy Makin, Sea Scout Skipper, who indicated he is working on paperwork that must be turned in soon.

Commissioner Preston reported on his attendance at the recent Edmonds Economic Development Commission Meeting, which was eventually cancelled due to lack of a quorum. He voiced his concern that, although the Port is the only entity in the City commissioned with Economic Development, the Port representative is not a voting member of the commission. He suggested the Commission reevaluate the Port's participation on the commission in the future.

Commissioner Preston reported that he attended a coal train meeting at the Edmonds Library Plaza Meeting Room that was sponsored by Sustainable Edmonds. He was impressed with the presentation by a representative of Fire District 1 about what is currently in place to provide emergency response to the waterfront. Commissioner Orvis said the representative mentioned that there is a way for emergency response to communicate to the trains to hold off or move through faster if there is an emergency situation.

Commissioner Preston said he would like the Commissioners to meet as soon as possible with representatives from the Rotary Club to discuss the recent and upcoming Waterfront Festival.

Commissioner Preston announced his plan to attend the Economic Alliance of Snohomish County's event at the Edmonds Center for the Arts on Wednesday evening.

ADJOURNMENT

The Commission meeting was adjourned at 7:58 p.m.

Respectfully submitted,



Fred Gouge
Port Commission Secretary