

**PORT OF OLYMPIA COMMISSION
MINUTES OF REGULAR MEETING**

April 14, 2003

CALL TO ORDER

President Pottle called the meeting of April 14, 2003, to order at 5:30 p.m. at the TCTV Studio in Olympia. Commissioners Van Schoorl and Telford were also in attendance.

President Pottle announced that the Commission adjourned to executive session following the last meeting to confer with counsel on the Cascade Pole legal mediation and to confer with legal counsel on matters relating to price in a possible renegotiation of the Genoa's lease. The executive session was adjourned at 8:20 p.m.

Staff in attendance were: Executive Director Nick Handy, Administrative Manager Jeri Sevier, Finance Director George Fox, Property Director Heber Kennedy, Operations Director John Wolfe, Harbor Director Bruce Marshall, Public Works Director Andrea Fontenot, and Communications Manager Patti Grant.

Public in attendance were as follows. Representing Legal Counsel was Mick Phillips. Representing the PAC was Dave Clark and Jon Van der Veen. Others in attendance included Tom Connor, Jerry Baruffi, and Neil Falkenburg.

APPROVAL OF AGENDA

The agenda was approved as submitted.

PUBLIC COMMENT

COMMISSIONERS REPORTS

Commissioner Van Schoorl announced

Commissioner Telford reported

EXECUTIVE DIRECTOR REPORT

Mr. Nick Handy gave an update on recent activities at the Port including the activity at the.

CONSENT CALENDAR

The Consent Calendar was approved as follows.

Minutes. The minutes from March 24, 2003 were unanimously approved as submitted.

Bills and Vouchers. The bills and vouchers in the amounts of \$2,397,672.93 for the period ending April 14, 2003, batch 45-48, \$1,688,792.19 for the period ending April 14, 2003, batch 49-52, \$1,566,615.06 for the period ending April 14, 2003, batch 1-5, \$377,520.63 for the period ending April 14, 2003, batch 6-9.

General Fund Checks Issued: 030350-030351,030352-030405,030406-030409,030410-030416,030419-030442,030443-0304

030473-030476,030477-030490,030492-030590 (030491 - see December)

Capital Fund Checks Issued: 030003,030004,030005-030006

2001 Bond Fund Checks Issued: 030009-030011,030012-030013,030014,030015-030040,030042-030049

Environmental Fund Checks Issued: 030037,030038-030043,30044,030045-030060

Voided Checks: 030183,030198,030417-030418

General Fund Checks Issued: 030491, 030591-030596, 030597-030606, 030607-030620, 030622-030626

Capital Fund Checks Issued: 030007-030012

2001 Bond Fund Checks Issued: 030041,030050-030076

Environmental Fund Checks Issued: 030061,030062-030082

*General Fund 030492-030590; 2001 Bond Fund 030042-030049 see November 29, 2002

Voided Checks: 030621,030687

General Fund Checks Issued: 031078-031082,031086-031093,031094-031098,031099-031202

Capital Fund Checks Issued: 030020

2001 Bond Fund Checks Issued: 030088,030089-030095

Environmental Fund Checks Issued: 030108-030109,030110-030112

Voided Checks: 031083-031085

General Fund Checks Issued: 031078-031082,031086-031093,031094-031098,031099-031202

Capital Fund Checks Issued: 030020

2001 Bond Fund Checks Issued: 030088,030089-030095

Environmental Fund Checks Issued: 030108-030109,030110-030112

Voided Checks: 031083-031085

Capital Expenditure Expense Approval. The Capital Project Expenditure in the amount of \$38,941.61 to Reid Middleton for the Runway Shift & Road Alignment project was unanimously approved.

ACTION CALENDAR

Planning and Advisory Committee Member Recognition

The Commission recognized Chris Lane for his contributions to the Port and Planning and Advisory Committee.

West Bay Comprehensive Plan Amendment – Public Hearing

Ms. Andrea Fontenot presented the proposed amendments to the Comprehensive Plan. She indicated the proposed project is the amendment of the Port of Olympia's Comprehensive Plan as follows:

- 1) West Bay Amendments:
 - Adopt a Mixed Use land use designation for the West Bay property.
 - Remove the West Bay Industrial/Habitat Land use alternative.

- Incorporate the Habitat/Recreation Land use alternative as a Mixed Use.
- 2) Port Peninsula Height Amendments:
- Increase the allowed building height in the Central District from 50' to 65'. [11](#)
 - Increase the allowed building height in the Admiral District from 50' to 65'.
 - Increase the allowed building height in the Ocean District from 60' to 65'.

As required by the State Environmental Policy Act, amendment of a land use plan is considered an action and must be evaluated for potential adverse impacts. We issued an addendum evaluating potential impacts with a 14-day comment period that ends at 4:00 p.m. April 15, 2003. A public hearing is not required as part of the environmental review process.

The Commission invited the public to provide input.

DEF Marina Expansion Bid Award – Shoreside Construction Contract #255 and Offshore Improvements Contract #252

Ms. Andrea Fontenot presented the bid results to the Commission on the DEF Marina Expansion Project. She indicated the bids on this project were very competitive. Ms. Fontenot reviewed the bid tabulations for both contracts.

Offshore Improvements

Contractors submitted seven bids for the in-water work. Since the apparent low bidder varies on which additive alternates are chosen, we've presented four alternative scopes of work for Commission selection. The base bid is the 8' wide Unifloat concrete float system.

The following Options 1-4 illustrates the various combinations, costs, and apparent low bidder.

<u>OPTION #1 BASE BID WITH ADDITIVE ALTERNATES 3 AND 4</u>	
Engineer's Estimate w/tax on the base but not on alternates:	
Base Bid	\$2,480,891
Add Alt 3, channel piles	15,000
<u>Add Alt 4, Boatworks dock</u>	<u>69,700</u>
Total:	\$2,565,591
Apparent low bidder:	
<u>BELLINGHAM MARINE</u>	
Base Bid	\$2,008,241
Add Alt 3, channel piles	14,200
<u>Add Alt 4, Boatworks dock</u>	<u>42,810</u>
Total:	\$2,065,251

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<u>OPTION #2 8' ORCA FLOAT SYSTEM WITH ADDITIVE ALTERNATES 3 AND 4</u>	
Engineer's Estimate w/tax on the base but not on alternates:	
Base Bid	\$2,480,891
Add Alt 1, 8' Orca	267,235
Add Alt 3, channel piles	15,000

<u>Add Alt 4, Boatworks dock</u>	<u>69,700</u>
Total:	\$2,832,826

Apparent low bidder:

Bellingham Marine

Base Bid	\$2,008,241
Add Alt 1, 8' Orca	144,620
Add Alt 3, channel piles	14,200

<u>Add Alt 4, Boatworks dock</u>	<u>42,810</u>
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Total:	\$2,209,871
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OPTION #3 6' ORCA FLOAT SYSTEM WITH ADDITIVE ALTERNATES 3 AND 4

Engineer's Estimate w/tax on the base but not on alternates:

Base Bid	\$2,480,891
Add Alt 2, 6' Orca	129,879
Add Alt 3, channel piles	15,000

<u>Add Alt 4, Boatworks dock</u>	<u>69,700</u>
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Total:	\$2,695,470
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Apparent low bidder:

Western Marine Construction, Inc.

Base Bid	\$2,009,736
Add Alt 2, 6' Orca	98,000
Add Alt 3, channel piles	13,600

<u>Add Alt 4, Boatworks dock</u>	<u>53,000</u>
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Total:	\$2,174,336
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OPTION #4 6' UNIFLOAT SYSTEM WITH ADDITIVE ALTERNATES 3 AND 4

Engineer's Estimate w/tax on the base but not on alternates:

Base Bid	\$2,480,891
Ded. Alt 1, 6' Unifloat	(108,989)
Add Alt 3, channel piles	15,000

<u>Add Alt 4, Boatworks dock</u>	<u>69,700</u>
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Total:	\$2,456,602
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Apparent low bidder:

Bellingham Marine

Base Bid	\$2,008,241
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Ded. Alt 1, 6' Unifloat	(32,090)
Add Alt 3, channel piles	14,200
<u>Add Alt 4, Boatworks dock</u>	<u>42,810</u>
Total:	\$2,033,161

Shoreside Construction

Nine contractors submitted bids for the upland work. The apparent low bidder is Christensen, Inc.

Engineer's Estimate w/tax	\$1,101,018
Add Alt 1, Tile	15,000
Apparent low bidder:	
Christensen, Inc.	\$1,039,565
Add Alt 1, Tile	12,300

We recommend award of Shoreside Construction Contract #255 to Christensen, Inc. in the amount of \$1,039,565 for the base bid, and award of Additive Alternate #1 in the amount of \$12,300.

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Staff Recommendation

Apparent low bidder:	
Christensen, Inc.	
Base Bid	\$1,039,565
<u>Add Alt 1, Tile</u>	<u>12,300</u>
Sub-total:	\$1,051,865

WSST ON ADDITIVE: 1,033

Total:	\$1,052,898
Apparent low bidder:	
Bellingham Marine	
Base Bid	\$2,008,241
Add Alt 1, 8' Orca	144,620
Add Alt 3, channel piles	14,200
<u>Add Alt 4, Boatworks dock</u>	<u>42,810</u>
Sub-total:	\$2,209,871
WSST on additives:	16,936
<u>Sub-total:</u>	<u>\$2,226,808</u>

Total Both Contracts:	\$3,278,673
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Now that we have firmer cost data, we recommend altering the project budget.

The cost estimate we brought to the Commission on February 10 was as follows:

Base bid:	\$4,181,089
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Add Alt 1; 8' Orca's	430,611
<u>Add. Alt 3 & 4</u>	<u>97,684</u>
Total:	\$4,709,385

We did not recommend adjusting the budget at that time, but now that the bids are in we recommend adjusting the budget to \$4,190,673 as follows:

Total Both Contracts:	\$3,278,673	
City & utility fees:	80,000	
Contingency	325,000	
Design/Engineering to Date	\$ 337,000	
Additional D/E		100,000
<u>Project Management</u>	<u>70,000</u>	
Total Budget	\$4,190,673	

Merchant Services Heritage Bank Account – Resolution 2003-05

Mr. George Fox presented the Commission with Resolution 2003-05 establishing a merchant services bank account at Heritage Bank. The Commission unanimously adopted Resolution 2003-05.

ADVISORY CALENDAR

Executive Director Recruitment Advisory

Ms. Jeri Sevier provided the Commission with an update on development of the executive director recruitment process. She indicated at the March 24, 2003 Commission meeting the Commission asked staff to prepare a draft job description, solicit information from executive search firms, research advertising costs, and prepare a draft timeline. Ms. Sevier responded to those requests.

Ms. Sevier indicated she prepared a draft job description and has circulated to all commissioners and welcomes any feedback. She also noted that she received proposals from four executive search firms with proposals on their services. She reviewed the services each provide and costs associated with those services.

Ms. Sevier gave the commission an estimate on advertising costs and a draft timeline. She asked the Commission for input on the process and recommended the Commission appoint one Commissioner to work with staff to interview the four firms and then come back to the April 28th Commission meeting with a recommendation.

ADJOURNMENT

President Pottle adjourned the meeting of April 14, 2003 at

PORT OF OLYMPIA COMMISSION

President

[u](#) The Port has a request to the City of Olympia to amend these heights consistent with this proposal. There is a discrepancy between the Port's Comprehensive Plan and the City's Industrial Zone. The difference is that the Port Comp Plan allows 50' in the Central District, whereas the City code allows 60'. The City Zoning code supercedes the Port Comprehensive Plan on this matter.