MINUTES

MUNICIPAL FACILITIES COMMITTEE MEETING
Friday November 19, 2004
3:00 pm – City Hall Conference Room

Purpose: To review the bids for the Upgrades to the Electrical Distribution System project, review the scope of work and budget for updating the Marina Master Plan, to discuss the policy questions regarding the use of the old Quartermaster site for a long-term storage site and discuss building a structure to house the vending machines in the Marina.

Committee Members Present:
Bob Sheckler, Mayor, Committee Chair
Gary Peterson, Council Member

Staff Present:
Tony Piasecki, City Manager
Joe Dusenbury, Harbormaster

Others Present:
Steve and Lynda Henderson, Marina Condo Residents

Guest Speakers/Consultants Present:
No guest speakers or consultants were present.

Minutes From Previous Meetings:
The minutes from the committee meeting of October 1st, 2004 were read and approved.

Minutes of Meeting: Committee Chair Bob Sheckler started the meeting at 3:15 pm. The minutes from the Municipal Facilities Committee meeting of October 1, 2004 were read and approved. Harbormaster Joe Dusenbury introduced the first item on the agenda, the Upgrades to the Electrical Distribution System Project. This project is the first part of a multi-phase project. The remaining phases of the project will take place as the Marina is rebuilt over the next decade. The Harbormaster reviewed the scope of work for this segment of the project. The main elements are:

1. Installation of new medium voltage service to the Marina. The new metering equipment and new switchgear will be located near the center of the Marina, at the bottom of the Waterford Steps.
2. Installation of sectionalizing cabinets, transformers and distribution system for the medium voltage system, including manholes, duct banks and wiring.
3. Low voltage distribution system, including transformers, distribution switchboards, manholes, duct banks, seawall pull boxes and wiring.
4. Dock distribution system including gangplank cable and hose carriers, panel boards, transformers and wiring.

5. Upgrades to the telephone system, including handholes, duct banks, seawall pull boxes, 911 call boxes on N dock and wiring.

The Harbormaster reported that the project had gone to bid on November 12, and four bids were received. They are listed below.

Company	Home Office	Base Bids
Elcon Corporation	Everett, WA	$657,500
Burke Electric	Bellevue, WA	$1,072,456
Amaya Electric	Lakewood, WA	$717,760
Valley Electric	Everett, WA	$789,580

Mr. Dusenbury told the Committee that the bids had been reviewed by the Marina's engineer/consultant, Wood – Harbinger Electrical Engineers and they are recommending that the City accept the low bid submitted by Elcon, Corporation. The budget for the project is projected to be $775,596. The staff told the committee that this amount should be enough to cover the base bid, the cost for the new service entrance provided by PSE, (estimated to be about $30,000), and approximately $88,000 for contingency. The committee recommended that the staff take the project to the Council for approval with the committee's concurrence.

The second item on the agenda was a discussion of the project to update the Marina Master Plan. The goal of this project is to update the market information in the Master Plan and to develop a long-range plan for the area of the Marina that is occupied by the boatyard, the dry sheds, the Marina office and the proposed retail site north of the Marina office. The City Manager briefed the committee on the current discussions with the boatyard operator, CSR South and with a prospective tenant, West Marine, a marine hardware and equipment retailer. CSR is interested in expanding the boatyard and West Marine is interested in renting some retail space in the Marina. The Harbormaster told the committee about the proposal received from Moffatt & Nichol Engineers and Consultants to perform the Master Plan Update. In summary, their proposed scope of work is:

1. Update the Market analysis for the Marina, including some information about potential retail activity.
2. Generate three potential site development concepts for the project area. The effort will include a basic site/facility program for each use including the identification of the facility and operational requirements.
3. Identification of the most appropriate use of the existing Marina office building including the adjacent restroom.
4. Possible relocation and/or reconfiguration and expansion of the existing boatyard.
5. Siting of a marine hardware retail store.
6. Development of a facility north of the existing Marina office building.
7. Siting of a potential passenger ferry dock and the related upland infrastructure.

The delivered product will include;

- A project description of the potential site development capacity based on zoning and land use constraints.
- A summary of potential (planning level) project development costs based on the construction of similar projects.
- A site development plan drawing illustrating site development, circulation, and building site potentials.
- A brief summary of key opportunities or constraints affecting the site; i.e., zoning or environmental regulations or similar issues.

The committee reviewed the budget for the scope of work. Moffatt & Nichol submitted a fee proposal of $44,810. The Harbormaster told the committee that some aspects of the Rate Study are included in the Master Plan update, so that project, which was estimated to cost about $30,000 will be reduced by $7000 - $10,000. (The Rate Study is scheduled to start in January or February.) The committee directed the staff to send the project to the full Council with the committee's concurrence.

The next item on the agenda was the discussion about using the old Quartermaster site for a long-term storage yard. The committee and staff discussed some of the operational aspects of the storage yard such as what types of boats would be stored, how customers would access their boats and what, if any, maintenance work would be allowed in the yard. The staff reported that only operational boats would be allowed in the yard, that access would be during regular business hours and that no maintenance work would be performed in the lot. The committee and staff also discussed the code requirements for landscaping. The code requires landscaping adjacent to the right-of-way and between the lot and the condo unit to the north. The staff told the committee that the code also allows for exemptions in both cases, and that the staff recommended that the exemption be applied for. Steve and Lynda Henderson, resident of the condo on the north side of the proposed lot were there to speak in favor of the landscaping exemption. The committee discussed the type of fence the condo owners wanted between the yard and the condo. The group agreed that a solid wood fence would be the best for both parties. The staff told the committee that the estimate for the cost of the gravel pad, fencing and lights is about $38,000 - $40,000. The estimated revenue from the lot is $12,000 to $18,000 per year. The committee directed the staff to take the storage yard project to the full Council for further direction.

The last item on the agenda was a staff request to request to redirect some capital funds that had been programmed for a major remodeling of the tenant restroom in the south parking lot to a project that would provide a "vending machine shelter". The staff told the committee that currently there are five vending machines in the Marina that dispense cold beverages. The staff proposed to locate all of the machines in one area near the top of the guest moorage ramp, and to provide a secure shelter for them. Revenue from the vending machines is about $2000 per year now. While the revenues are relatively small, the machines do provide a valuable service for Marina customers and the staff would like to put in more machines that dispense a variety of products in addition to beverages. The Committee recommended that the staff make the necessary changes in the Marina CIP and discuss the project with the full Council during the CIP presentations.

The Committee adjourned at approximately 4:15 pm without setting a date for another meeting.

Respectfully Submitted By:

Joe Dusenbury, Harbormaster

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