



# Port of Skagit

Regular meeting of the Port Commission

Tuesday, January 11, 2011 9:00 AM

## MINUTES

PRESENT: Commission - Jerry Kaufman and Bill Shuler  
Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Carl Molesworth, Heather Moses, Karmen Hardy, Bob Nord, and Debbie Hamilton  
Others - No public in attendance

## CALL TO ORDER

Commissioner Kaufman called to order the January 11, 2011 regular meeting.

## ELECTION OF OFFICERS

### **Reconstitute the Board**

Patsy Martin reported that it is time to reconstitute the board effective January 1, 2011.

**COMMISSION ACTION: The commission elected the following offices to take effect January 1, 2011:**

**Jerry Kaufman – President  
Bill Shuler – Vice President  
Kevin Ware - Secretary**

## Additions or Changes to the Agenda

Meeting to recess to a Special Meeting of the Town of La Conner beginning at 6:00 p.m.

## CONSENT AGENDA – Port of Skagit

Public Communications  
December 7, 2010 Regular Meeting Minutes  
Fiscal Report

## **OPEN FORUM**

## **STAFF REPORTS**

### **ADMIN: Service Award; Employees (2003 – Current); Dennis Clark – 15 Years**

Patsy Martin reported that the employee Service Award program was created to reward employees for years of service to the Port of Skagit County. Dennis Clark was hired on January 1, 1996. He has earned a fifteen (15) year service award.

### **ADMIN: Wellness Program (2011) – Oral**

Kristin Garcia reported that the Port of Skagit is launching a wellness program for staff and commissioners. The program is volunteer and employees will have the opportunity to participate at different levels, such as completing a wellness profile, blood work and fitness test. Results from the aforementioned will then be used to formulate individual profiles and fitness/wellness plans will be developed. The Port will also hold several classes on wellness topics throughout the year.

### **ASSOC: Northwest Agricultural Research Foundation (NARF); 2011 Services Agreement**

Patsy Martin reported that NARF is requesting 2011 funding in the amount of \$20,000 for agricultural research at the same funding level as the port paid in 2010.

Patsy Martin signed the 2011 contract for research activities and noted that the port will renegotiate the terms of the contract at the conclusion of 2011 for the next five (5) years.

### **ASSOC: PNWA; Mission to Washington D.C. (2011) (Oral)**

Patsy Martin reported that staff will be attending the March 2011 Pacific Northwest Waterways Association Mission to Washington, D.C. Staff continues to promote the need for maintenance dredging the Swinomish Channel.

### **MARINA: L Dock Bank Erosion Repair Project – Status Report**

Sara Young reported that a section of bank in the north basin of the La Conner Marina has eroded. The affected area is approximately 40 feet in length and extends up to the vegetation line on the bank. The eroding section of bank is located adjacent to the gangway to L Dock and threatens to eventually undermine the gangway abutment. A significant rain event in November caused a large slump to occur and has made this issue a priority.

Staff has contracted with PND Engineers, Inc. to develop a preliminary repair design and cost estimate. The repair will limit further damage and project the gangway abutment. Staff plans to return to the commission with cost and schedule information in February, after PND completes the preliminary design work.

### **MARINA: Occupancy Report; Month Ending December 2010**

Scott Peterson reported that the Marina has an overall 75% occupancy. Since last month's report the marina has an additional six (6) dry boat and two (2) wet moorage customers.

### **MARINA: Swinomish Channel Dredging; Future Options - Update**

Patsy Martin provided a history and update of the dredging of the Swinomish Channel to the commission for discussion of possible future options and will continue to explore the same.

### **NEW BUSINESS**

### **ADMIN: Authority for Director of Finance to Establish a Fiber Maintenance Fund (2011) – Adopt Resolution**

Kristin Garcia reported on August 23, 2010, the port signed an interlocal agreement with Skagit County to allow for maintenance services on the port's fiber optic system. The agreement requires the port to establish a maintenance fund in which Skagit County will contribute \$5,000 in 2010 and 2011.

Prior to the establishment of any new port funds, RCW 53.36.050 requires authorization by commission resolution.

**COMMISSION ACTION: The commission unanimously adopted Resolution Number 11-01 authorizing the director of finance to establish a fiber maintenance fund.**

### **ADMIN: Authority for Duties of Port Auditor (2011) – Adopt Resolution**

Kristin Garcia reported on February 20, 2007, the commission adopted Resolution 07-10 authorizing the port auditor to perform necessary fiscal duties on a day to day basis. The port periodically reviews staff authority to provide for a more efficient workplace and, as a result, requests one change to the port auditor's authority. Said change will adjust the writing off of delinquent and uncollectible accounts from \$1,000 to \$5,000.

**COMMISSION ACTION: The commission unanimously adopted Resolution Number 11-02 which will update the authorized duties of the Port Auditor.**

## **ADMIN: Executive Director Authority & Staff Purchasing Authority (2011) – Adopt Resolution**

Patsy Martin reported that the commission adopted Resolution No. 10-02 which generally sets forth the authority delegated to the executive director and staff on January 19, 2010. It is appropriate to review the executive director authority on an annual basis to address the needs of the port.

**COMMISSOIN ACTION: The commission unanimously adopted Resolution Number 11-03 which generally sets forth the authority delegated to the executive director and staff.**

## **AIRPORT: FedEx Sort Facility Remodel; 11674 Higgins Airport Way – Accept Project as Complete**

Bob Nord reported that in June 2010, the commission awarded a contract to Advanced Construction, Inc. for the remodel of an existing 9,000 square feet, one-story commercial building located on the airport at 11674 Higgins Airport Way to facilitate relocation of the FedEx Sort Facility.

The total budget amount for the project was \$592,395.00. The final total project cost was \$561,852.75 and was completed \$30,542.25.

**COMMISSION ACTION: The commission unanimously accepted as complete the FedEx Sort Facility Remodel Project (2010), 11674 Higgins Airport Way, in the total project amount, including engineering, construction and miscellaneous costs of \$561,852.75 and authorized staff to execute any necessary closeout documents.**

## **MARINA: Abandoned Boats, Sale of Abandoned Vessel 32' Bristol Bay – Adopt Resolution**

Scott Peterson reported that a vessel described as a 1955 32' Bristol Bay, registration number WN 899GC has been secured for greater than 90 days for delinquent payment of port charges. The owner has been notified as required. The vessel has not been released to its owner as the account has not been brought current as of December 23, 2010, nor have arrangements been made for the removal of the vessel from the moorage facility.

**COMMISSION ACTION: The commission unanimously adopted Resolution Number 11-04 authorizing the sale of an abandoned vessel, described as a 32' Bristol Bay, hull identification Number WAZ3919E.**

**MARINA: Abandoned Boats, Sale of Abandoned Vessel 50.3' Flying Dutchman – Adopt Resolution**

Scott Peterson reported that a vessel described as a 1979 50.3' Flying Dutchman, documentation number 652768, has been secured for greater than 90 days for delinquent payment of port charges. The vessel has not been released to its owner as the account has not been brought current as of December 23, 2010, nor have arrangements been made for the removal of the vessel from the moorage facility.

**COMMISSION ACTION: The commission unanimously adopted Resolution Number 11-05 authorizing the sale of an abandoned vessel described as a 50.3' Flying Dutchman, Hull Identification Number TYA510051078.**

**RECESS REGULAR MEETING**

The regular meeting recessed at 10:35 a.m.

**IDC MEETING**

The commission entered into the annual IDC Board Meeting at 10:36 a.m.

**ADJOURNMENT**

The IDC meeting adjourned at 10:38 a.m.

**RECONVENE REGULAR MEETING**

The regular meeting was reconvened at 10:39 a.m.

**RECESS REGULAR MEETING**

Recess to Special Meeting with the Town of La Conner at 6:00 p.m.

**RECONVENE REGULAR MEETING**

Commissioner Jerry Kaufman reconvened the regular meeting of the Port Commission at 6:45 p.m. during the Special Meeting of the La Conner Town Council.

1. Introductions
2. Patsy Martin reported on the need for Swinomish Channel dredging and requested the Town of La Conner and Swinomish Tribe prepare a letter of support for maintenance dredging.
3. Swinomish Tribe gave a presentation on the 2011 Tribal Journey and asked for support from the Town of La Conner and the Port of Skagit County.

## ADJOURNMENT

The commission adjourned the regular meeting at 7:45 p.m.

ADOPTED IN OPEN SESSION this 8th day of February, 2011 and duly authenticated by the signatures affixed hereto.

### PORT OF SKAGIT COUNTY

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner