



Port of Skagit

Regular meeting of the Port Commission

Tuesday, February 8, 2011 9:00 AM

MINUTES

PRESENT: Commission - Jerry Kaufman, Bill Shuler and Kevin Ware

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Carl Molesworth, Heather Moses, Paul Mattos, Nancy Gardner, Bob Nord, and Debbie Hamilton

Others - No public in attendance

CALL TO ORDER

Commissioner Kaufman called to order the February 8, 2011 regular meeting.

Confirm or Amend Agenda

Executive Session to review performance of a Public Employee (RCW 42.30.110) and potential litigation. Executive Session expected to last 30 minutes. Action may or may not be taken following the executive session.

CONSENT AGENDA – Port of Skagit

Public Communications

January 11, 2011 Regular Meeting Minutes

Fiscal Report

MARINA: Abandoned Boats, Sale of Abandoned Vessel 32' Fairliner; WN 9359G – Adopt Resolution No. 11- 06

MARINA: Abandoned Boats, Sale of Abandoned Vessel 33' Carver; WN 9176JC – Adopt Resolution No. 11- 07

MARINA: Abandoned Boats, Sale of Abandoned Vessel 27' Con Youngquist; WN 1045KG – Adopt Resolution No. 11- 08

OPEN FORUM

Commissioner Kaufman opened the floor for public comment. With no public comment, the floor was closed.

NEW BUSINESS

AIRPORT: Taxiway F; Former Crop Duster Hangar Clean-Up Site; Consent Decree (2011) – Approve Consent Decree

Sara Young reported that port staff is currently working with the Department of Ecology and the Office of the Attorney General (AG) to develop a draft Consent Decree for remediation of the Taxiway F cleanup

site. This Consent Decree is a binding agreement that obligates the port to implement the cleanup action to be approved by the Department of Ecology.

Steve Thiele, legal counsel for the Port's Taxiway F cleanup project, was present to review a draft Consent Decree and answer questions from the commissioners.

COMMISSION ACTION: The commission unanimously approved entering into a Consent Decree with the Washington State Department of Ecology for remediation of the Taxiway F Cleanup Site subject to final review by Port special counsel and authorized the executive director to execute all documentation necessary to carry out the intent of this action.

FIELD TRIP

BBP: Divisions 5 & 7; Business Plan – Discuss Use of Property – Field Trip to Divisions 5 & 7 (Farm-to-Market Rd/North of Ovenell Rd)

Recess and posted notice to field trip at 9:12 a.m.

Reconvene regular meeting at 9:35 a.m.

Discussion followed the field trip.

STAFF REPORTS

ADMIN: 2010 Budget; Budget-to-Actual Comparison, 4th Quarter Report - Presentation

Kristin Garcia provided a PowerPoint presentation to the commission regarding the port's Budget-to-Actual 4th Quarter Report.

ADMIN: 2011 Commission Calendar - Update

Patsy Martin reviewed the 2011 commission calendar. Staff provided copies of the same to commission.

ADMIN: Commission Meeting Schedule (2011) – Discuss March Meeting Date

Patsy Martin reported that she and Commissioner Kaufman will be in Washington D.C. on March 15, 2011, which is the date of the regularly scheduled commission work session. It was the consensus of the commission to cancel the March 15, 2011 work session meeting.

MARINA: 2011 Seattle Boat Show – Event Update (Oral)

Paul Mattos reported that all marina staff participated in the 2011 Seattle Boat Show. As of the February 8, 2011 commission meeting, four (4) 30' open slips have been filled at the La Conner Marina and two (2) 30' covered, three (3) 50' covered and one (1) 40' covered. Staff reported that Tomco sold one boat which will qualify for the one (1) year free moorage special offered by the port.

MARINA: Occupancy Report; Month Ending January 2011 - Update

Paul Mattos reported that the occupancy at the La Conner Marina has remained stable over the past month from the December 2010 Occupancy Report.

NEW BUSINESS

AIRPORT: Engineering General Services; Consulting Services Contract; Precision Approach Engineering (2011) – Approve Contract

Sara Young reported that the Port has the need for occasional small-scale engineering services on the airport for projects that are not funded by federal Airport Improvement Program (AIP) funds. Port staff reviewed the qualifications of engineering firms on the port's Architecture and Engineering roster and determined that Precision Approach Engineering (PAE) is the firm best able to provide these services.

Staff is recommending entering into a General Services Contract for the term of one (1) year and terminating on January 31, 2012. Having this contract in place will allow the port to engage PAE as needed on short notice for the general engineering needs of the port.

Task Order No. 1 of this General Services Contract is for civil engineering support work during the design phase of the Taxiway F environmental cleanup project. Work to be performed under the task order includes survey, design for aircraft operations and pavement repair. The proposed cost of Task Order No. 1 is \$27,975.00.

COMMISSION ACTION: The commission unanimously:

- (1) Awarded a 2011 General Services Contract for non-federally funded engineering work at Skagit Regional Airport to Precision Approach Engineering and authorized the executive director to execute all necessary documentation.**
- (2) Authorized Task Order No. 1 under said General Services Contract in the amount of \$27,975.00 for remediation design services on the Taxiway F environmental cleanup project.**

PUB AGEN: Skagit County; Interlocal Agreement for Pictometry Imagery and Software (2011) – Approve Agreement

Sara Young reported that the port is preparing to enter into an interlocal agreement with Skagit County for pictometry aerial image and viewing software. This agreement is for a two-year term and gives the Port immediate access to aerial images of all Port properties and much of Skagit County to use in daily operations, long and short-range planning endeavors, and property management.

COMMISSOIN ACTION: The commission unanimously approved an interlocal agreement with Skagit County to establish a cost sharing partnership for pictometry imagery and software.

PUB AGEN: Town of La Conner; Interlocal Agreement for Public Works Facility (2011) – Approve Agreement

Scott Peterson reported that staff met several times with the Town of La Conner to negotiate a possible lease for the building located at 604 3rd Street, formerly the Bayliner Building, to accommodate their public works department.

It is the intent of both the Port and Town to share public works services and public works facilities long-term. Both entities desire to enter into an interlocal agreement memorializing their cooperative efforts to work together to co-locate a public works facility at the La Conner Marina.

COMMISSION ACTION: The commission unanimously adopted an interlocal agreement with the Town of La Conner regarding a joint public works facility to be located on port property and authorize commission and staff to take such other steps as are necessary to carry out the intent of this action.

TENANT: Marina; Town of La Conner; Lease dated June 1, 2011 – Approve Lease

Scott Peterson reported that in early 2010, Port staff received an inquiry from the Town of La Conner regarding the building located at 604 3rd Street, formerly the Bayliner building, to accommodate their public works department.

Over the last several months staff has met with town officials to discuss lease options and long term solutions for locating a public works facility on Port property. Lease discussions have concentrated on a cooperative theme taking into account the efficient use of public resources to reduce duplication of public works services, equipment, and facilities.

COMMISSION ACTION: The commission unanimously approved a building lease agreement with the Town of La Conner and authorized commission and staff to take such other steps as are necessary to carry out the intent of this action.

GOOD OF THE ORDER

BREAK

The commission took a 10 minute break at 10:30 a.m.

EXECUTIVE SESSION

The commission entered into an executive session at 10:40 a.m. to review performance of a public employee and potential litigation. Executive Session expected to last 30 minutes. Action may or may not be taken following the executive session.

The executive session ended at 11:10 a.m.

COMMISSION ACTION: The commission unanimously approved Resolution No. 11-09 which amends the Personnel Policy governing Port of Skagit County employees.

ADJOURNMENT

The commission adjourned the regular meeting at 11:11 a.m.

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

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner