



# Port of Skagit

**Regular Meeting of the Port Commission  
Tuesday, October 8, 2013 – 3:00 PM**

## MINUTES

PRESENT: Commission - Kevin Ware, Steve Omdal and Bill Shuler

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Heather Haslip, Bob Nord, Heather Haslip, Debbie Hamilton and legal counsel Brad Furlong.

Others - See Sign-In Sheet

## CALL TO ORDER

Kevin Ware called to order the October 8, 2013 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

- 1.) MARINA: North and South Basin Maintenance Dredging; Consultant Services Contract; GeoEngineers (2013) – Award Contract

## CONSENT AGENDA

Public Communications

September 10, 2013 Regular Meeting Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending August 31, 2013

ADMIN: Marina Occupancy Report; Month Ending August (2013)

AIRPORT: Airport Operations Study Report; September Results (2013)

ASSOC: EDASC 3<sup>rd</sup> Quarter Billings & Reports (2013)

ASSOC: NARF 3<sup>rd</sup> Quarter Billings & Reports (2013)

MARINA: (2) Abandoned Boats; Sale of Abandoned Vessel (2013) – Adopt Resolution 13-10

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the October 8, 2013 Consent Agenda.**

## **OPEN FORUM**

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

## **PUBLIC HEARING**

Kevin Ware opened the public hearing at 3:10 p.m.

Commissioner Kevin Ware explained the purpose of the public hearing is to receive public comment on the 2014 preliminary budget.

Patsy Martin provided background information.

Kristin Garcia provided a PowerPoint presentation outlining the 2014 preliminary budget.

Commissioner Kevin Ware opened the floor to the public for comment and questions.

Hearing none, he closed the public hearing at 3:21 p.m.

## **RESUME REGULAR MEETING**

The commission resumed the regular meeting at 3:22 p.m.

## **NEW BUSINESS**

### **ADMIN: Cash Handling Policy (2013 - Adopt Resolution**

Kristin Garcia reported that it is best practice in the management of taxpayer funds to have policies establishing internal controls to meet accounting/auditing standards. Staff would like to implement a cash handling policy which is intended to define responsibilities in handling cash and to safeguard against loss.

**COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution 13-08 establishing a cash handling policy. Commissioner Omdal seconded. Motion carried unanimously.**

### **ADMIN: Surplus; Port Assets (2013) – Adopt Resolution**

Kristin Garcia reported it is policy of the port to maintain a listing of fixed assets owned by the port. During 2013 port staff completed a physical inventory of all port assets. Many of the assets that are not in use are broken, obsolete or otherwise of no benefit to the port.

Staff recommended the commission adopt a resolution which will declare as surplus personal property that is of no use or benefit to the port.

**COMMISSION ACTION: Commissioner Shuler moved to adopt resolution 13-09 which will declare as surplus personal property that is of no use or benefit to the Port. Commissioner Omdal seconded. Motion carried unanimously.**

### **MARINA: Masterplan Update (2013); PND – Approve Contract**

Patsy Martin reported that the most recent update to the La Conner Marina Master Plan was done in 2007. Since that time the port has completed a preliminary site plan and phasing plan for the proposed marina redevelopment, a 2012 Facility Condition Survey, construction of the new upland mixed use building, and a conceptual upland public access and trail plan. An update to the master plan is necessary to reflect this work.

The Washington State Recreation and Conservation Office (RCO), which administers grant funding for public boating and trail infrastructure, requires agencies to provide regular planning updates in order to be eligible for grant funds. An adopted master plan update must be submitted to RCO by March 1, 2014 for the port to be eligible for future RCO funding.

Staff received a proposed scope and fee from PND Engineers, Inc. (PND) in the amount of \$48,120 to complete the 2013 update to the La Conner Marina Master Plan. Staff recommends the commission award the contract to PND.

**COMMISSION ACTION: Commissioner Shuler moved to award contract for 2013 update of the La Conner Marina Masterplan to PND Engineers in the amount of \$48,120, and authorized the executive director to execute all necessary documentation. Commissioner Omdal seconded. Motion carried unanimously.**

### **STAFF REPORTS**

#### **TENANT: Airport; Heritage Flight Museum; Lot 17 (2013) – Update**

Alan Anders and Greg Anders were present to talk with the commission about the Heritage Flight Museum's current lease agreement and future plans.  
Discussion, no action requested.

### **ASSOC: WSU Research Station; Farmer's Memorial Project (2013) – Presentation**

Patsy Martin introduced Ty Clark, Dr. Steve Jones and architect Mark Christ who were present to provide a PowerPoint presentation on the WSU Farmer's Memorial Project.

### **BREAK**

The commission took a break at 3:55 p.m.

### **RESUME MEETING**

The commission resumed the meeting at 4:08 p.m.

### **ASSOC: PNWA 2013 Annual Meeting, Portland, OR – Meeting Report (Oral)**

Patsy Martin reported that funding; the government shutdown; the Harbor Maintenance Trust Fund and resolutions passed in 2012 were discussed during the PNWA Annual Meeting. She stated that most funding will operate from current resolutions which were passed in 2012.

Discussion

### **ASSOC: WPPA Environmental Seminar; September 26-27, Vancouver, WA – Meeting Report (Oral)**

Patsy Martin reported that the Port of Skagit does a good job of following environmental standards.

Discussion regarding additional environmental issues.

### **GOOD OF THE ORDER**

### **EXECUTIVE SESSION**

The commission entered into executive session at 4:55 p.m. The session is expected to last approximately 25 minutes to discuss the possible sale, purchase or lease of property the

public discussion of which could affect the price. There may or may not be commission action. The executive session ended at 5:45 p.m.

**COMMISSION ACTION: Commissioner Shuler moved to approve an interlocal agreement regarding the Northern State Property as presented with authority given to the executive director to make material changes to the agreement, with the concurrence of the port's attorney. Said interlocal agreement is subject to the other parties' approval. Commissioner Omdal seconded. Motion carried unanimously.**

The regular commission meeting ended at 5:47 p.m.

**ADJOURNMENT**

ADOPTED IN OPEN SESSION this 12th day of November, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

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Commissioner

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Commissioner

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Commissioner