



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, November 8, 2011 9:00 AM

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Karmen Hardy, Heather Moses, Bob Nord, Nancy Gardner, Debbie Hamilton and Port Attorney Brad Furlong

Others - See Sign in Sheet

CALL TO ORDER

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

PUBLIC HEARING – Public Comments on 2012 Budget

Public hearing opened at 9:09 a.m.

The commission received public comments.

Public hearing was closed at 9:45 a.m.

Changes or additions to the agenda as follows:

Staff Reports

1. ASSOC: WPPA Small Ports Seminar (2011) – Event Report (Oral)
2. TENANT: BBP; Impressions Worldwide, Inc.; 11656 Knudson Road; Lease Dated 11/01/2010 – Note of Thanks (Oral)
3. Remove Executive Session from Agenda

CONSENT AGENDA – Port of Skagit

Public Communications
October 11, 2011 Regular Meeting Minutes
Fiscal Report

COMMISSION ACTION: The commission unanimously approved the consent agenda.

OPEN FORUM

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

STAFF REPORTS

ADMIN: Cash Flow/Budget to Actual Report; Ending September 30, 2011- Update

Kristin Garcia reported on the Budget to Actual report ending September 30, 2011.

ADMIN: Port of Skagit Annual Calendar 2012 – Review Calendar

Staff reviewed an updated commission/staff calendar for the 2012 calendar year.

ADMIN: Marina Parking – Update (Oral)

Carl Molesworth reported on the La Conner tourism marketing committee discussion regarding merchant parking. In order to improve parking availability, the commission was asked their opinion on merchants having access to the La Conner Marina South Basin parking lot. This lot would appeal to those merchants on the north end of town and would free up additional main street parking for tourists. Carl would like to bring this as an option to the La Conner Chamber of Commerce.

COMM: Joint Meeting Port of Anacortes (2012) – Determine Date

The commission and staff plan to hold the annual joint meeting with the Port of Anacortes during the Port of Skagit's January 10 regular meeting.

MARINA: Occupancy Report – October 2011 - Update

Scott Peterson provided a report on the La Conner Marina Occupancy for October 2011.

Discussion.

ASSOC: WPPA Small Ports Seminar (2011) – Event Report (Oral)

Commissioner Kevin Ware and Bill Shuler reported on attending the WPPA Small Ports Seminar which was held October 20-21, 2011 in Leavenworth, WA.

Discussion regarding commission use of personal computers for Port business. The commission would like port staff to work with the port attorney to develop policy and come back to the commission with a recommendation.

TENANT: BBP; Impressions Worldwide, Inc.; 11656 Knudson Road; Lease Dated 11/01/2010 – Note of Thanks (Oral)

Patsy Martin reported that Scott Peterson received a thank you note from Impressions Worldwide thanking port staff for recent work completed on and around the Impressions' property. They were especially appreciative as they had several new customers coming to tour their facilities.

NEW BUSINESS

COMM: Redistricting; Census (2010) – Adopt Resolution

Patsy Martin reported at the August 16, 2011 commission meeting Resolution No. 11-17 was adopted establishing commissioner districts and the precincts in each commissioner district based upon the 2010 census.

The port submitted its redistricting plan to Skagit County GIS wherein they prepared district maps from metes and bounds legal descriptions in order to map the port’s redistricting plan.

COMMISSION ACTION: The commission unanimously adopted Resolution No. 11-22 which establishes the 2012 legal descriptions for commissioner districts 1,2 and 3 pursuant to Resolutions No. 11-17.

GOOD OF THE ORDER

ADJOURNMENT

The commission adjourned the regular meeting at 10:30 a.m.

ADOPTED IN OPEN SESSION this 13th day of December, 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