



Port of Skagit

**Regular Meeting of the Port Commission
Tuesday, November 12, 2013 – 3:00 PM**

MINUTES

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

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

Others - See Sign-In Sheet

CALL TO ORDER

Kevin Ware called to order the November 12, 2013 regular meeting of the port commission.

Changes or additions to the agenda as follows:

- 1.) PUB AGEN: Department of Enterprise Services Interagency Agreement for Energy/Utility Conservation Services (2013) – Approve Agreement

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 Comprehensive Scheme of Harbor Improvements (2014) which needs to be approved in conjunction with the 2014 Budget.

Patsy Martin provided background information.

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

Hearing none, he closed the public hearing at 3:13 p.m.

RESUME REGULAR MEETING

The commission resumed the regular meeting at 3:14 p.m.

ADMIN: Comprehensive Scheme of Harbor Improvements (2014) – Adopt Comprehensive Scheme

Sara Young reported that pursuant to RCW 53.20, the Port Commission has previously adopted a Comprehensive Scheme of Harbor Improvements (CSHI). The CSHI must be amended annually with the adoption of the port budget.

The Port Commission conducted a public hearing which meets the RCW requirement.

COMMISSION ACTION: Commissioner Bill Shuler moved to adopt Resolution No. 13-15 which will amend the 2014 Comprehensive Scheme of Harbor Improvements. Commissioner Steve Omdal seconded. The motion passed unanimously.

CONSENT AGENDA

Public Communications

October 8, 2013 Regular Meeting Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending September 30, 2013

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

AIRPORT: Abandoned Aircraft (7/29/13-Current) – Adopt Resolution

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

MARINA: (2) Abandoned Boats; Sale of Abandoned Vessel (2013) – Adopt Resolutions

MARINA: Sale or Disposal of Property in Storage Units (2013) – Adopt Resolution

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the November 12, 2013 Consent Agenda. Included in the action are:

- **Resolution No. 13-16 Authorizing the sale of two (2) abandoned aircraft described as PZL-35A Wilga and a Beech C-35 with no identifying number**
- **Resolution No. 13-17 Authorizing the sale of an abandoned vessel described as a 28' 1975 Uniflite, No Name on Vessel, Washington State Registration Number WN 2421 W**
- **Resolution No. 13-18 Authorizing the sale of an abandoned vessel described as a 24' 1976 Fiberform Bessel named "The Toy" Washington State Registration Number WN 6803 W**
- **Resolution No. 13-19 Authorizing the sale or disposal of property in storage units numbered 104, 62, 89 and 46 for non-payment of rents due**

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: Economic Opportunity Growth; Skagit Agricultural Industrial Cluster Analysis (Oral)

Patsy Martin reported that the Skagit Agricultural Industrial Cluster Analysis will be published next month. Copies are available.

ADMIN: Port of Skagit 50th Anniversary Logo (2013) - Review

Debbie Hamilton reported that the port will be celebrating its 50th anniversary during 2014. In preparation, staff has been working on a 50th logo. The commission was presented with Concept A and Concept B for review. The logo is the cornerstone for advertising, trade show displays, letterhead, etc. and will be used in every aspect of the celebration.

The commission reviewed the concepts and selected Concept A as the logo of preference.

ADMIN: Tenant Employment Census; 3rd Quarter Report (2013) – Status Report

Scott Peterson reported that overall, port-wide employment is up 27.8%. He reviewed the Tenant Employment Census, Third Quarter Report with the commission. The port has gained three new tenants during the past year: Blue Ocean Bio-Wellness Group, LLC, Cascade Aviation, LLC and Heritage Flight Museum.

NEW BUSINESS

ADMIN: 2014 Budget – Adopt Resolutions

Kristin Garcia reported that in accordance with RCW 53.35.020 the preliminary 2014 operating and capital budget was made available to the public on September 23, 2013 and a public hearing was held on October 8, 2013.

The final budget reflects changes discussed during the preliminary budget hearing and have been incorporated into the final budget document. The operating budget increased slightly

by \$1,098 due to adjustment for projected payroll tax increases. The capital budget increased by \$535,000. Changes to the capital budget include; re-allocating dollars from pavement/building upgrades to building acquisitions, adding dollars for an equipment purchase at the marina and increasing basin maintenance dredging design/permitting based on new cost estimates.

COMMISSION ACTION: Commissioner Shuler moved to adopt:

- **Resolution No. 13-11 which adopts the Port of Skagit 2014 Budget as amended to include an additional \$75,000**
- **Resolution No. 13-12 which certifies the Port's 2013 levy for 2014 collection**
- **Resolution No. 13-13 which authorizes an increase in property tax revenue pursuant to RCW 84.55.120**
- **Resolution No. 13-14 which authorizes an increase in tax levy capacity pursuant to RCW 84.55.120 and an increase in limit factor for maximum levy capacity pursuant to RCW 84.55.0101**
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Commissioner Omdal seconded. Motion carried unanimously.

AIRPORT: Rate Review; Airport (2014) – Adopt Resolution

Sara Young reported that staff prepared a comparative review of airport rate schedules in preparation of establishing the 2014 Skagit Regional Airport Rate Schedule. The comparison was provided to the commission for review.

Staff recommended the following rate increases for 2014:

1. Increase T-hangar rates by 3%
2. Increase storage unit rates by 5%
3. Increase long-term parking rates by 3%

Rate changes will be implemented January 1, 2014 and customers will be notified 30 days prior to the change.

COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution No. 13-20 which confirms a rate schedule for fees to be charged at Skagit Regional Airport as listed above. Commissioner Shuler seconded. Motion carried unanimously.

MARINA: Rate Review; Marina Moorage (2014) – Adopt Resolution

Kristin Garcia reported that staff recently conducted a survey of wet moorage and dry storage rates. Based on the survey, staff is proposing rate increases as noted below:

1. 3% increase in wet moorage rates, with the exception of 45' and 50' covered.
The fee is broken down as follows; 1% CPI, 1% dredge fee and 1% environmental fee.
2. 1% increase for 45' and 50' covered moorage.
3. 5% increase to commercial rates.
4. Staff is proposing an increase to dry storage rates which exceeds CPI. The range of increase is \$11.49 per month for smaller boats and \$45.00 per month for larger boats.

The proposed rates, as noted above, also include a 5% discount for annual payment in advance.

5. The 2014 rate schedule also includes a \$5.00 increase in launch fees for tenants and a \$10.00 - \$15.00 increase for non-tenants.

Rate changes will be implemented January 1, 2014, and customers will be notified 30 days prior to the change.

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution No. 13-21 which confirms a rate schedule for fees to be charged at the La Conner Marina. Commissioner Omdal seconded. Motion carried unanimously.

PUB AGEN: Department of Enterprise Services Interagency Agreement for Energy/Utility Conservation Services (2013) – Approve Agreement

Patsy Martin reported that the Washington State Department of Commerce will be awarding \$25 million in grant funding during fiscal years 2014 and 2015 to local and state agencies for energy efficiency and solar projects. The first round of grant applications is due January 30, 2014. Grants will be awarded for projects using Energy Savings Performance Contracting (ESPC) through Department of Enterprise Services, or the equivalent.

Staff recommends the commission approve entering into an agreement with the Department of Enterprise Services for development of an energy services proposal and

future energy/utility conservation project management and monitoring services, and authorize the executive director to execute all necessary documentation.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved the Port enter into an Interagency Agreement with the Department of Energy Services for development of an Energy Services Proposal and Future Energy/Utility services, subject to legal counsel review and authorized the executive director to execute all necessary documentation. Commissioner Omdal seconded. Motion carried unanimously.

GOOD OF THE ORDER ~ Walt Meagher congratulated the commission and staff on the increased employment percentage reported from the Tenant Census. Not only is the percentage significantly increased, but this was done while supporting the Tenant Austerity Program and in the midst of a difficult economy.

BREAK

The commission took a break at 4:00 p.m.

RESUME MEETING

The commission resumed the meeting at 4:15 p.m.

EXECUTIVE SESSION

The commission entered into executive session at 4:16 p.m. The session is expected to last approximately 30 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 5:05 p.m.

RESUME MEETING

The commission resumed the meeting at 4:16 p.m.

No action was taken following the executive session.

The regular commission meeting ended at 5:06 p.m.

ADJOURNMENT

ADOPTED IN OPEN SESSION this _____ day of December, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner