

Draft



# Port of Skagit

**Regular Meeting of the Port Commission  
Tuesday, November 13, 2012 - 3:00 PM**

## MINUTES

PRESENT: Commission - Bill Shuler and Steve Omdal.

Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Heather Haslip, Karmen Hardy, Bob Nord, Debbie Hamilton and Brad Furlong.

Others - See Sign in Sheet

## CALL TO ORDER

Bill Shuler called to order the November 13, 2012 regular meeting of the port commission.

## PUBLIC HEARING

The Public Hearing commenced at 3:05 p.m.

Patsy Martin reported that we are ready to adopt the updated and revised Comprehensive Scheme of Harbor Improvements for 2013.

Sara Young reported that the purpose of the public hearing is to provide the opportunity for the public's input as to the adoption of an updated and revised Comprehensive Scheme of Harbor Improvements.

Hearing no comments or questions Commissioner Bill Shuler closed the Public Hearing at 3:06 p.m.

## Changes or additions to the agenda as follows:

1. ADMIN: Procurement of Personal and Professional Services (2013) – Adopt Resolutions

## **CONSENT AGENDA**

Public Communications

October 9, 2012 Regular Meeting Minutes

October 30, 2012 Special Meeting Minutes

Fiscal Report

ADMIN: NARF 3<sup>rd</sup> Quarter Billing and Reports (2012)

EASEMENT: Skagit County; Josh Wilson Road and Higgins Airport Way (2012) – Approve Easement

The commission reviewed the consent agenda items.

**COMMISSION ACTION: Commissioner Omdal moved to adopt the consent agenda, seconded by Commissioner Shuler. Motion carried unanimously.**

## **OPEN FORUM**

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

## **STAFF REPORTS**

### **ADMIN: Cash Flow/Budget to Actual Report; Ending September 30, 2012 - Update**

Kristin Garcia reported on the Budget to Actual report ending September 30, 2012.

### **ADMIN: Tenant Employment Census; 1996-Current – Review Census**

Scott Peterson reported that overall port-wide employment is up 10% in the third quarter of 2012.

Commission discussion of the results of the third quarter census.

### **MARINA: Occupancy Report; Month Ending October 31, 2012**

Kristin Garcia provided the Marina occupancy report ending October 31, 2012.

## **NEW BUSINESS**

### **ADMIN: 2013 Budget – Adopt Resolutions**

Kristin Garcia reported that the preliminary 2013 Operating and Capital Budget were made available to the public on October 13, 2012 and a public hearing was held on October 30, 2012.

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

There are a total of 4 resolutions which are needed to adopt the 2013 Operating and Capital Budget.

#### **COMMISSION ACTION: Commissioner Omdal moved to:**

- 1) Adopt Resolution 12-20 approving the 2013 Operating and Capital Budgets,**
- 2) Adopt Resolution 12-21 certifying the Port's 2012 levy for 2013 collection,**
- 3) Adopted Resolution 12-22 authorizing an increase in property tax levy pursuant to RCW 84.55.120 and;**
- 4) Adopted Resolution 12-23 authorizing an increase in tax levy capacity pursuant to RCW 84.55.120 and RCW 84.55.0101**

**All resolutions were seconded by Commissioner Shuler. Motion carried unanimously.**

### **ADMIN: Establishing Salary/Wage Ranges (2013) – Adopt Resolution**

Kristin Garcia reported in 1995 and 1996, the commission adopted a compensation policy whereby salary and wage ranges were adopted. Salary and wage ranges were to be adjusted each year by the consumer price index (CPI) and a salary and wage range review be conducted every three years.

Due to the impacts of the recent recession the port has determined the salaries and wages per our current schedule are no longer current with the marketplace.

#### **COMMISSION ACTION: Commissioner Omdal moved that the commission adopt Resolution 12-24 which:**

- 1) Establishes salary and wage ranges, for 2013, by adopting the document - Port of Skagit County, Salary and Wage Ranges, effective January 1, 2013 and,**

- 2) Directs the salary and wage ranges to be adjusted each year on January 1<sup>st</sup>, based upon the CPI for Seattle-Tacoma-Bremerton for all urban consumers for the twelve months ended August 31 and,
- 3) Provides for another salary survey in three years based on results of the most recent Milliman Washington Public Employers salary survey.

The resolution was seconded by Commissioner Shuler. Motion carried unanimously.

#### **ADMIN: Comprehensive Scheme of Harbor Improvements (2013) – Adopt Resolution**

Sara Young reported that pursuant to RCW 53.20 the port commission of the Port of Skagit County must adopt a Comprehensive Scheme of Harbor Improvements (CSHI) prior to commencing improvements within the port district. The CSHI must be amended annually with the adoption of the port budget and Capital Improvement Plan to incorporate capital projects for the coming year.

A public hearing that meets the requirements of RCW 53.20 was conducted.

**COMMISSION ACTION: Commissioner Omdal moved that the commission adopt Resolution 12-25 which will amend the Comprehensive Scheme of Harbor Improvements to incorporate the 2013 Capital Improvement Plan as presented in the 2013 port budget, Commissioner Shuler seconded. Motion carried unanimously.**

#### **ADMIN: Rate Review; Airport (2013) – Adopt Resolution**

Sara Young reported that staff has prepared a comparative review of airport rate schedules in preparation for establishing the 2013 Skagit Regional Airport Rate Schedule. The commission reviewed the comparison. Based on the rate comparable, staff is recommending the following rate increases for 2013:

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

Rate changes will be implemented January 1, 2013 and tenants will be notified 30 days prior to the change.

**COMMISSION ACTION: Commissioner Omdal moved that the commission adopt Resolution 12-26 which confirms a rate schedule for fees to be charged at Skagit Regional Airport, Commissioner Shuler seconded. Motion carried unanimously.**

### **ADMIN: Rate Review; Marina Moorage (2013) – Adopt Resolution**

Kristin Garcia reported that staff conducted a survey of wet and dry moorage for open and covered slips at 30', 40' and 50' lengths. The survey was conducted in February 2012 and shows the Port of Skagit is comparable with these markets and in some cases, below market.

In order to stay current with the market, staff recommends increasing both wet and dry moorage by CPI of 2.7%, based on year ended August 31, 2012 for Seattle-Tacoma-Bremerton.

Discussion.

**COMMISSION ACTION: Commissioner Omdal moved that the commission adopt Resolution 12-27 which confirms a rate schedule for fees to be charged at the La Conner Marina, Commissioner Shuler seconded. Motion carried unanimously.**

### **AIRPORT: R/W 10-28 Rehabilitation Project; Longitudinal Gradient Adjustment and Crown Conversion (2012); Impacts to Business – Approve Extension**

Sara Young reported that in May 2012, the commission approved a temporary four-month (July-October) fee reduction to full service fixed base operators affected by the loss of business jet traffic during construction of the Runway 10-28 Crown Conversion and Longitudinal Gradient Adjustment Project.

Upon the completion of the runway project, port staff has been contacted by Tim Lewis of Corporate Air Center, who has express that his FBO Operation has been impacted by the loss of instrument approach procedures to the airport. Mr. Lewis is requesting the port consider an extension of the fee reduction until such time as the instrument approach procedure is reactivated.

Staff is working with the FAA regarding the instrument approach procedures and therefore recommends revisiting the fee reduction in December based on the status of the approach procedures at that time.

**COMMISSION ACTION: Commissioner Omdal moved that the commission approve an extension of a temporary fee reduction to full service fixed base operators at Skagit Regional Airport affected by the loss of GPS approaches through March 1, 2013 and provided authority for the Executive Director to suspend the extension based on approval of the instrument approach procedure. Commissioner Shuler seconded. Motion carried unanimously.**

**TENANT: BBP; Skagit County Extension (WSU), 11768 Westar Lane, Unit A-Approve Tenant Improvements**

Scott Peterson reported that staff has been working with the Skagit County WSU Extension on plans to remodel office space at 11768 Westar Lane.

Staff reviewed the plans with the commission.

Staff is very supportive of the tenant improvements provided they are done by the tenant. No Skagit County funds are available at this time.

**COMMISSION ACTION: Commissioner Omdal moved to approve the tenant improvement plans at 11768 Westar Lane; Unit A provided Skagit County can find funding. Commissioner Shuler seconded. Motion carried unanimously.**

**ADMIN: Procurement of Personal and Professional Services, and Procedures for Small Works Process to Award Public Works Contracts – Adopt Resolutions (2013)**

Patsy Martin reported that The Municipal Research Services Center (MRSC) provides a roster hosting service for a nominal annual membership fee. This service includes: hosting of the small works roster and consulting services roster, publication of biannual legal notices, assistance for contractors and consultants with roster registration and renewal, verification of business eligibility, access to searchable online roster database, and records retention assistance.

Staff has determined that subscribing to the MRSC roster service would be economically advantageous for the port by reducing administrative staff time and advertising costs associated with the port's maintenance of its own rosters.

**COMMISSION ACTION: Commissioner Omdal moved to:**

- 1) Adopt Resolution 12-28 which will approve a Small Works Roster process to award public works contracts.**
- 2) Adopt Resolution 12-29 approving a policy for the procurement of professional services.**
- 3) Adopt Resolution 12-30 which will approve a policy for the procurement of personal services.**

**Commissioner Shuler seconded. Motion carried unanimously.**

**GOOD OF THE ORDER**

Commissioner Bill Shuler opened the floor for the Good of the Order.

Brad Furlong announced he has a new legal assistant, Kathy Scott.

The commission discussed attending the EDASC Swing into the Holidays event.

**ADJOURNMENT**

With no other business to consider, Commissioner Shuler adjourned at 4:15 p.m.

ADOPTED IN OPEN SESSION this 11th day of December, 2012 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