



Port of Skagit

Work Session of the Port Commission

Tuesday, November 15, 2011 9:00 AM

MINUTES

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

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

Others - See Sign-in Sheet

APPROVAL OF MINUTES

COMMISSION ACTION: The commission unanimously approved the Tuesday, October 18, 2011 Work Session Minutes of the Port Commission.

Changes or additions to the agenda as follows:

No additions or changes to the agenda.

Issue 1: ADMIN: SCOG Contract (2012) – Approve Contract

Patsy Martin reported it is time to renew the 2012 SCOG contract. She requested the commission provide direction regarding the contract renewal amount.

Discussion.

COMMISSION ACTION: The commission unanimously approved the SCOG contract renewal of \$7,500 which is included in the 2012 budget.

Issue 2: ADMIN: EDASC Contract (2012) – Approve Contract

Patsy Martin reported it is time to renew the 2012 EDASC contract. She requested the commission provide direction regarding the contract amount.

Discussion.

COMMISSION ACTION: The commission unanimously approved the 2012 EDASC contract renewal of \$30,000 which is included in the 2012 budget.

Issue 3: ADMIN: Budget 2012 – Adopt Budget

Kristin Garcia reported in accordance with RCW 53.35.020 the preliminary 2012 operating and capital budget were made available to the public on October 23, 2011 and a public hearing was held on November 8, 2011.

No changes were made to the budget that was presented to the public and commission on November 8, 2011. Staff recommended adoption of the 2012 budget.

COMMISSION ACTION: The commission unanimously adopted:

- 1) Resolution 11-23 which approves the 2012 operating and capital budget.**
- 2) Resolution 11-24 which certifies the ports 2012 property tax levy. The ports budget includes a tax levy request of \$1,821,177.**
- 3) Resolution 11-25 which authorizes an increase in property taxes. If taxes are to be increased by more than 1% of the amount levied in the prior year, RCW 84.55.120 requires adoption of a resolution which authorizes the increase and specifies the increase in terms of both dollar amount and percentage.**
- 4) Resolution 11-26 which authorizes an increase in tax levy capacity.**

Issue 4: ADMIN: Inclement Weather (2012) – Status Update (Oral)

Scott Peterson reported that staff is prepared for inclement winter weather. Maintenance staff has equipment ready to go. Staff has prepared a plan which will provide for staffing at the La Conner Marina and the Skagit Regional Airport in case of bad weather conditions.

Issue 5: ADMIN: 2010 Audit Reports – Status Update

Kristin Garcia reported that the Washington State Auditors have concluded the 2010 audit. The port has had no findings since 1995. Staff is preparing a press release regarding the same.

EXECUTIVE SESSION

The commission entered into executive session at 9:45 a.m. The session is expected to last approximately 45 minutes. The purpose of the executive session is to discuss possible sale, purchase or lease of property the public discussion of which could affect the price. Action may or may not be taken following the executive session.

The executive director stepped out at 10:30 a.m. to announce the session would continue another 20 minutes.

The commission exited the executive session at 10:50 a.m. No action taken.

ADJOURNMENT

The commission adjourned the work session meeting at 10:51 a.m.

ADOPTED IN OPEN SESSION this 20th 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