



# Port of Skagit

**Regular Meeting of the Port Commission  
Tuesday, December 10, 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, Karmen Hardy, Debbie Hamilton and legal counsel Brad Furlong.

Others - See Sign-In Sheet

## CALL TO ORDER

Kevin Ware called to order the December 10, 2013 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

### New Business

- 1.) ADMIN: Northern State (2012 – Current) – Approve Interlocal Amendments
- 2.) COMM: Swear in Commissioner Ware; New Term 1/1/14 – 12/31/19

## CONSENT AGENDA

Public Communications  
November 12, 2013 Regular Meeting Minutes  
Fiscal Report  
ADMIN: Cash Flow/Budget to Actual Report; Ending November 30, 2013  
ADMIN: Marina Occupancy Report; Month Ending November (2013)

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the December 10, 2013 Consent Agenda.**

## OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

## STAFF REPORTS

### ASSOC: City of Mount Vernon; Planning Presentation (2013) - Presentation

Patsy Martin introduced Mayor Jill Boudreau and Jana Hanson who were present to provide a PowerPoint presentation on the City of Mount Vernon's process for a new County jail. They provided a timeline for the SEPA process, land use changes and Essential Public Facilities process.

## NEW BUSINESS

### ADMIN: December Meeting; Election, Committee Assignments – Approve Assignments

Patsy Martin reported that it is time to reconstitute the board effective January 1, 2014.

**COMMISSION ACTION: The commission elected the following offices to take effect January 1, 2014:**

**Steve Omdal – President**  
**Bill Shuler – Vice President**  
**Kevin Ware – Secretary**

Patsy Martin reported it is also time to determine committee assignments for 2014. The following committees were determined:

#### Committees

EDASC Board  
RTPO  
SCOG  
SCOG Revolving Loan Fund  
WPPA Trustee  
  
PNWA

#### Port Representatives

Patsy Martin  
Bill Shuler  
Bill Shuler  
(Anacortes 2013-2015)  
Steve Omdal  
Alternate – Patsy Martin  
  
Patsy Martin

**Other Organizations**

Mount Vernon Chamber  
Burlington Chamber of Commerce  
La Conner Chamber of Commerce  
Sedro Woolley Chamber of Commerce  
Concrete Chamber of Commerce  
Washington Finance Officers Assoc.  
Pacific Coast Congress of Harbormasters  
and Port Managers  
Society of Wetland Scientists  
Washington Airport Managers Assoc.  
Washington Community Airport Assoc.  
SASA  
WPPA Committees  
    Aviation  
    Environmental  
    Finance  
    Legislative  
    Marina  
    Trade & Economic Development  
Padilla Bay  
Skagit Valley Tulip Festival  
Burlington Rotary  
Rotary International  
Skagit Valley Farm Tour  
Planning Association  
Dept. of General Administration –  
    Co-Op Membership  
La Conner Smelt Derby  
Board of Accountancy  
La Conner Classic Yacht & Car Show  
Northwest Marine Trade Association  
Western Washington Agricultural  
    Association  
Other

**Port Representatives**

Kristin Garcia  
Carl Molesworth  
Carl Molesworth  
Bill Shuler  
Bill Shuler  
Kristin Garcia  
Chris Carlile  
Sara Young  
Bob Nord, Sara Young  
Bob Nord  
Kevin Ware, Sara Young  
Sara Young, Kevin Ware  
Patsy Martin  
Kristin Garcia  
Bill Shuler  
Chris Carlile, Kevin Ware  
Steve Omdal  
Carl Molesworth  
Kristin Garcia  
Patsy Martin  
Patsy Martin  
Patsy Martin  
Sara Young  
Scott Peterson  
Carl Molesworth  
Kristin Garcia  
Carl Molesworth  
Chris Carlile  
Patsy Martin  
N/A

**COMMISSION ACTION: Commissioner Shuler moved that the commission determine the committee assignments for January 1, 2014 – December 31, 2014. Commissioner Omdal seconded. Motion carried unanimously.**

### **ADMIN: Executive Director Authority (2014) – Adopt Resolution**

Patsy Martin reported that the commission annually designates the executive director's authority. It is appropriate to review the executive director authority on an annual basis to address the needs of the Port. Staff prepared and presented a resolution for consideration and approval by the commission.

**COMMISSION ACTION: Commissioner Shuler moved that the commission adopt Resolution 13-22 which will set forth the authority delegated to the executive director and staff for 2014. Commissioner Omdal seconded. Motion carried unanimously.**

### **ADMIN: Lease Policy (2014) – Adopt Resolution**

Patsy Martin reported that staff has prepared a resolution which will update the Port's lease policy for the Port of Skagit properties and repeal all preceding resolutions pertaining to leasing of Port properties.

Discussion.

**COMMISSION ACTION: Commissioner Shuler moved that the commission adopt Resolution 13-23 which will update the Port's Lease Policy for the Port of Skagit properties. Commissioner Omdal seconded. Motion carried unanimously.**

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

Patsy Martin reported that the port is in the process of acquiring a larger capacity travel-lift to provide economic opportunities to tenants located at the marina facility. As part of that transaction, the existing travelift will be traded in an effort to offset costs of the new equipment. Additionally, there are 3 dryers at the marina facility that are broken and all parts that could be used have been used to repair existing machines; therefore, the 3 dryers are no longer of use.

The Washington State Auditor requires that the port declare surplus those assets no longer of use or benefit prior to disposal. Staff has prepared a schedule of assets to be declared surplus.

**COMMISSION ACTION: Commissioner Shuler moved that the commission adopt Resolution 13-24 which will declare as surplus personal property that is of no use**

**or benefit to the Port. Commissioner Omdal seconded. Motion carried unanimously.**

**MARINA: Acquisition; Tomco Marine Bldg. (2014) – Ratify Purchase and Sale Agreement**

Patsy Martin reported that the port and Tomco Marine Group, Inc. have entered into a Purchase and Sale Agreement for the purchase of Tomco's 16,000 square foot portion of a joint-owned 28,000 square foot building located at 800 Pearle Jensen Way, La Conner, WA.

The commission reviewed the terms of the Purchase and Sale Agreement.

Discussion.

**COMMISSION ACTION: Commissioner Shuler moved that the commission:**

- 1. Ratify the staff's action of executing a Purchase and Sale Agreement dated November 22, 2013 for the Tomco Marine Group, Inc. building.**
- 2. Authorize commission and staff to take such other steps necessary to close this transaction.**
- 3. This authority and approval is not effective until satisfaction of contingencies and title is clear.**

**Commissioner Omdal seconded. Motion carried unanimously.**

**TENANT: Marina; Tomco Marine Group, Inc.; Lease Dated 2/1/2000 – Approve Lease**

Patsy Martin reported that the Port of Skagit County and Tomco Marine Group, Inc. (Tomco) entered into a lease for a port owned building at 800 Pearle Jensen Way on February 1, 2000. Tomco has agreed to sell their interest in a 16,000 square foot addition to the port owned building to the port.

Staff reviewed the new terms of the lease.

Discussion.

**COMMISSION ACTION: Commissioner Steve Omdal moved that the commission approve a new lease with Tomco Marine Group, Inc., beginning February 1, 2014 and ending March 31, 2032. Commissioner Shuler seconded. Motion carried unanimously.**

### **MARINA: La Conner Promotions (2014) – Approve Promotions**

Kristin Garcia reported that the Port of Skagit will be celebrating 50 years as a port district in 2014. Staff proposed several promotions for the commission's consideration. These promotions are intended to bring in new customers to increase moorage occupancy in both wet and dry boat, reward existing customers for referring new customers into our marina, as well as invite visiting boaters to increase guest night at La Conner Marina.

**Commissioner Schuler moved that the commission authorize the 2014 La Conner Marina promotions for the 50<sup>th</sup> port anniversary and the Seattle Boat Show. Commissioner Omdal seconded. Motion carried unanimously.**

### **TENANT: Marina; Swinomish Yacht Club; 310 N 1<sup>st</sup>., La Conner, WA 98257 – Review Proposal**

Scott Peterson reported that the Swinomish Yacht Club would like the commission to review and consider a lease proposal.

Staff reviewed the Swinomish Yacht Club proposal and provided insight to staff to counter propose.

No action necessary.

### **RECESSED REGULAR MEETING**

3:56 p.m.

### **PORT OF SKAGIT INDUSTRIAL DEVELOPMENT CORPORATION ANNUAL MEETING**

The commission entered into the Port of Skagit Industrial Development Corporation annual meeting at 3:57 p.m.

The commission closed the IDC meeting at 3:58 p.m.

### **BREAK**

The commission took a break at 3:59 p.m.

### **RESUME MEETING**

The commission resumed the meeting at 4:10 p.m.

## **STAFF REPORTS**

### **ADMIN: Seattle Boat Show (2014) – Status Report**

Debbie Hamilton reported that the 2014 Seattle Boat Show will be held Friday, January 24 – February 2, 2014. The show will be held at the Qwest Field Event Center. Several staff members will attend the show and man the Port of Skagit booth on a daily basis.

In conjunction with the Port's marketing endeavors and 50<sup>th</sup> anniversary there will be added features to the booth at this event. Staff plans to include maritime tenants, La Conner Chamber of Commerce and the Swinomish Yacht Club at its booth to promote their business or organization.

### **ASSOC: Town of La Conner; Rainbow Bridge Lighting (2014) – Status Update**

Patsy Martin reported that staff has received a request from Mayor Ramon Hayes for \$5,000 to support the Rainbow Bridge lighting project. The lighting will enhance the La Conner boardwalk, highlight this Skagit County popular bridge and promote tourism to the La Conner area.

**Commissioner Bill Shuler moved that the commission approve \$5,000 in support of the Rainbow Bridge Lighting. Commissioner Omdal seconded. Motion carried unanimously.**

### **ASSOC: Skagit Council of Governments (SCOG); Kevin Murphy – Status Update**

Patsy Martin reported that SCOG would like commission representation at the SCOG December and January meetings. It was determined that Commissioner Kevin Ware will attend.

### **ASSOC: Washington Asphalt and Paving Association Awards Banquet (2013) – Event Report (Oral)**

Sara Young reported that staff and commission were invited to attend the Washington Asphalt and Paving Association Awards Banquet. The Port's 2012 Runway Crown Conversion project received an award in the airport special use category. She presented the commission with the award given during the banquet.

## **ASSOC: WPPA Annual Meeting (2013) – Meeting Report (Oral)**

Patsy Martin reported attending the Washington Public Ports annual meeting which was held November 20-22, 2013 in Tacoma, WA.

## **COMM: Commission Salaries (2014) – Update (Oral)**

Patsy Martin reported there was discussion at the WPPA Small Port Seminar, which was held October 17-19, 2013 regarding commission salaries.

Discussion

The commission requested staff survey ports of similar size to establish salaries; the commission will then review and make a determination.

## **GOOD OF THE ORDER**

### **EXECUTIVE SESSION**

The commission entered into executive session at 4:30 p.m. The session is expected to last approximately 45 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 director stepped out at 5:15 p.m. to say the executive session will last another 40 minutes.

The executive session ended at 5:55 p.m.

### **RESUME MEETING**

The commission resumed the meeting at 5:56 p.m.

No action was taken following the executive session.

The regular commission meeting ended at 5:57 p.m.



**ADJOURNMENT**

ADOPTED IN OPEN SESSION this \_\_\_\_\_ day of January, 2014 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