

PORT OF SKAGIT COUNTY

Regular meeting of the Port Commission

Tuesday, December 16, 2008 5:00 PM

MINUTES

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Bob Nord, Paul Stannert, Mary Jo Newbury, Colleen Powell and Debbie Hamilton
Others - Brad Furlong, Walt Meagher
Public: See sign-in sheet

Changes or additions to the agenda as follows:

1. Remove from Agenda: ADMIN: Personnel Policy; Paid Holidays (2008) – Approve Amendment.
2. Executive Session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Executive session will last approximately 15 minutes. Action may or may not be taken after the executive session.

Public Communications

Published articles noted by commission.

Approval of Minutes

COMMISSION ACTION: The commission unanimously approved the minutes of the November 18, 2008 regular meeting.

Fiscal Matters

COMMISSION ACTION: The commission unanimously approved December 2008 vouchers as presented.

Open Forum

No issues discussed during open forum.

STAFF REPORTS

ADMIN: Seattle Boat Show (2009)

Scott Peterson reported that Port of Skagit County is registered to participate in the Seattle Boat Show Friday, January 23 – February 1, 2009. Commissioners are welcome and encouraged to participate. The port booth has an emphasis on “moorage available” and highlights the Town of La Conner. The La Conner Chamber will have material available as well as volunteer staff to assist at the booth during one of the event days.

Discussion.

ADMIN: Skagit Watershed; Letter Box Trail Project (2008)

Mary Jo Newbury reported that this past summer the Port participated in the Skagit Conservation Education Alliance (SCEA) letterbox program by having a letterbox on the trail. The port’s box was hidden with interesting educational information about the port. The port will be participating in this project again next season. It was very popular and several new organizations have asked to participate.

MARINA: Pre-Engineering Design; PND – Status Update (Oral)

Sara Young reported that the La Conner Marina pre-design study was completed and staff held an industrial tenant roundtable to discuss tenant needs. PND has drafted 3 alternative layouts for the North Basin and will provide a cost estimate in January. The port will hold a public hearing, refine the alternative layout and make recommendations at a future commission meeting.

MARINA: Occupancy Reports Month Ending December 11, 2008; Comparison of Monthly & Transient Moorage

Paul Stannert reported on the Marina Monthly Occupancy Report month ending December 11, 2008. He stated there are six (6) more vacancies since November (five (5) in dry boats and one (1) in water).

Discussion.

NEW BUSINESS

**ADMIN: 2009 Committee Assignments & Representatives and Port Memberships –
Determination of Committee Assignments**

Kristin Garcia reported that it is time to determine committee assignments and port memberships for 2009.

COMMISSION ACTION: The commission unanimously determined the following committee assignments to take effect January 1, 2009:

Determination of committee assignments are as follows:

Committees

EDASC Board
RTPO
SCOG
SCOG Revolving Loan Fund
WPPA Trustee

PNWA

Port Representatives

Patsy Martin
Jerry Kaufman
Jerry Kaufman
(Anacortes 2006-2008)
Kevin Ware
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
North Sound Port's Finance Officers
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
Berry Dairy Days
Northwest Agricultural Research
 Foundation
Skagit Island Counties Builders Assoc.
Skagitonians to Preserve Farmland

Port Representatives

Kristin Garcia
Debbie Hamilton
Paul Stannert
Glenn Allen

Kristin Garcia

Paul Stannert
Patsy Martin, Sara Young
Bob Nord, Scott Peterson
Bob Nord
Kevin Ware

Scott Peterson
Sara Young
Kristin Garcia

Paul Stannert, Scott Peterson

Patsy Martin

Port of Skagit County
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December 16, 2008

Skagit Valley Tulip Festival	
Rotary International	Patsy Martin
Costco	N/A
Office of Minority Women	N/A
Skagit Valley Farm Tour	Patsy Martin
Skagit County Fair	
Planning Association	Sara Young
Dept. of General Administration –	
Co-Op Membership	Scott Peterson
La Conner Smelt Derby	Paul Stannert
Board of Accountancy	Kristin Garcia
La Conner Classic Yacht & Car Show	Paul Stannert
Northwest Marine Trade Association	Paul Stannert
Western Washington Agricultural Association	Patsy Martin
Other	N/A

ADMIN: Fiscal Policy; Consultant Services – Adopt Resolution

Kristin Garcia reported that in June 2008, the Washington state Legislature passed RCW 53.19 which requires port districts to engage in open competition for the procurement of personal service contracts. Additionally, in 1981 RCW 39.80 was passed which requires government agencies to publish annually the agency’s requirement for architectural and engineering services and requires a negotiation process for the procurement of said services. The Port does not currently have a written policy to address either RCW.

Discussion

COMMISSION ACTION: The commission unanimously adopted Resolution No. 08-28 approving a policy for the procurement of personal services and adopted Resolution No. 08-29 approving a policy for the procurement of architectural and engineering services.

ADMIN: Rate Review; Airport (2009) – Approve Rates

Scott Peterson reported that on December 2, 2008 staff presented a list of 2009 Proposed Rates for Skagit Regional Airport for commission review. Staff reviewed long term parking over 25 feet which determined an additional increase was needed to reflect market conditions.

COMMISSION ACTION: The commission unanimously approved the Skagit Regional Airport Rate Schedule as published and attached, effective January 1, 2009.

ADMIN: Rate Review; BBIP (2009) – Approve Rates

Scott Peterson reported that in November 2008 staff updated the Port's lease policy to reflect additional clarification of struggling tenant provisions. Included in the lease policy was a schedule of values and rate of return.

Based on research, staff recommended a monthly range of .48 cents to .60 cents per square foot for all port owned buildings. In addition, staff recommended an annual CPI adjustment on all port leases be deferred for 2009.

COMMISSION ACTION: The commission unanimously approved the 2009 Bayview Business and Industrial Park Rates as published and included in the leasing policy.

ADMIN: Rate Review; Marina (2009) – Approve Rates

Scott Peterson reported that on December 2, 2008 staff presented to the commission a schedule of proposed moorage rates for the La Conner Marina. These rates were based on market conditions and not the marina rate model developed by BST Associates in 2002 and reflected an overall decrease in moorage rates.

Based on commission input, staff has further adjusted the 2009 La Conner Marina moorage rates for commission approval. These rates reflect an overall decrease of 8.3% for slips sizes over 30 ft. The 26 ft. to 30 ft. slip reflect a decrease averaging 13.82%.

COMMISSION ACTION: The commission unanimously approved the 2009 Port of Skagit County La Conner Marina schedule of charges as published and attached, to be effective January 1, 2009.

RECESS REGULAR MEETING

The regular meeting recessed at 5:42 p.m.

EXECUTIVE SESSION

The executive session began at 5:45 p.m.

Executive Session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Executive session will last approximately 15 minutes. The commission expects to return from executive session by 6:00 p.m. Action may or may not be taken after the executive session.

Brad Furlong, legal counsel for the port, exited the meeting to inform the public the meeting would continue until approximately 6:10 p.m.

The executive session ended at 6:05 p.m.

RECONVENE REGULAR MEETING

The regular meeting was reconvened at 6:05 p.m.

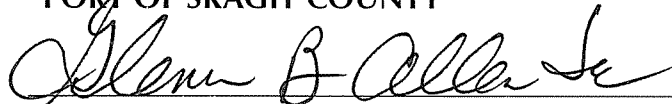
COMMISSION ACTION: The commission unanimously authorized Walt Meagher to negotiate for the purchase of property under the terms discussed in executive session.

ADJOURNMENT

The commission adjourned the regular meeting at 6:06 p.m.

ADOPTED IN OPEN SESSION this 20th day of January, 2009 and duly authenticated by the signatures affixed hereto.

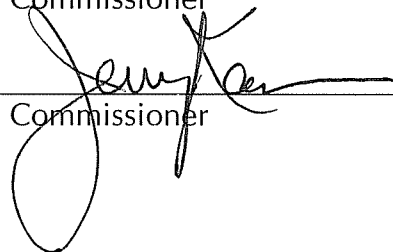
PORT OF SKAGIT COUNTY



Commissioner

Kevin Ware - Absent

Commissioner



Commissioner

SKAGIT REGIONAL AIRPORT
RATE SCHEDULE
(effective January 1, 2009)

T-HANGAR SPACE

BUILDING A

10 units – 30 x 41 and 1 large 33 x 49
02 storage units

226.00 plus 29.02 leasehold tax = \$255.02 hangar 5 only
205.00 plus 26.32 leasehold tax = \$231.32 all other hangars
112.00 plus 14.38 leasehold tax = \$126.38 west storage (small)
176.50 plus 22.66 leasehold tax = \$199.16 east storage (large & heated)

BUILDING B

12 units - 32 x 41
02 storage units

205.00 plus 26.32 leasehold tax = \$ 231.32 all other hangars
129.50 plus 16.63 leasehold tax = \$ 146.13 west storage (large)
129.50 plus 16.63 leasehold tax = \$ 146.13 east storage (large)

BUILDING C

12 units - 32 x 41
02 storage units and a office

205.00 plus 26.32 leasehold tax = \$231.32 all hangars
129.50 plus 16.63 leasehold tax = \$146.13 west storage (large)
112.00 plus 14.38 leasehold tax = \$126.38 east storage (small)
176.50 plus 22.66 leasehold tax = \$199.16 office

BUILDING D

12 units - 30 x 41
02 storage units

205.00 plus 26.32 leasehold tax = \$ 231.32 all hangars
129.50 plus 16.63 leasehold tax = \$ 146.23 west storage (large)
129.50 plus 16.63 leasehold tax = \$ 146.23 east storage (large)

BUILDING E

12 units – 32 x 41 / 2 large units only

205.00 plus 26.32 leasehold tax = \$231.32 all hangars
226.00 plus 29.02 leasehold tax = \$255.02 hangar 14 11

BUILDING F * currently under construction

6 units 1,128 sq ft 324.00 plus 41.60 leasehold tax = \$ 365.60
2 units 1,327 sq ft 353.00 plus 45.33 leasehold tax = \$ 398.33
1 unit 1,600 sq ft 392.00 plus 50.33 leasehold tax = \$ 442.33
1 unit 1,690 sq ft 405.00 plus 52.00 leasehold tax = \$ 457.00

BUILDING G currently under construction

6 units 1,128 sq ft 324.00 plus 41.60 leasehold tax = \$ 365.60
 2 units 1,327 sq ft 353.00 plus 45.33 leasehold tax = \$ 398.33
 1 unit 1,600 sq ft 392.00 plus 50.33 leasehold tax = \$ 442.33
 1 unit 1,690 sq ft 405.00 plus 52.00 leasehold tax = \$ 457.00

T-HANGAR LOCK AND KEY DEPOSIT - \$25.00

Issued to T-Hangar Tenants -- Refundable

2 Keys - Free

Lost & Additional Keys - \$15.00 each (non-refundable)

TIEDOWN RATES (monthly)

45.00 plus 5.78 leasehold tax = \$ 50.78 single engine
 50.00 plus 6.42 leasehold tax = \$ 56.42 multi engine (under 12,500 lbs)
 Other aircraft (over 12,500 lbs) = weight (lbs) x \$.008 plus leasehold tax @ 12.84%

TIEDOWN RATES (daily)

(first 72 hours are free)

Single engine = \$ 6.00 per day

Multi engine = \$ 7.00 per day

Aircraft over 12,500 lbs = weight (lbs.) x \$.0008 plus leasehold tax @ 12.84%

MOTOR VEHICLE - TEMPORARY PARKING

(first 72 hours are free - over 72 hours you must obtain a park permit)

(25' or less)		(25' or more)	
daily	\$ 2.00	daily	\$ 3.00
weekly	\$ 10.00	weekly	\$ 15.00
monthly	\$ 25.00	monthly	\$ 40.00

LONG TERM VEHICLE PARKING AS FOLLOWS:

(25' or less)		(25' or more)	
monthly	\$ 25.00	monthly	\$ 40.00
yearly	\$150.00	yearly	\$300.00

Yearly parking is a secured fenced in area / with access to ramp for loading & unloading aircraft

SECURITY GATE ACCESS - CARD KEY FEES

(effective June 2000)

One issued to tenants at (no charge)

Each additional Card key approved \$15.00

Card key replacement (lost, damaged or stolen) \$15.00

Port of Skagit County La Conner Marina Schedule of Charges

EFFECTIVE January 1, 2009

<u>COVERED MOORAGE AT \$7.50</u> 26' \$195.00 + \$25.04 (L.E.T.)	\$220.04	<u>OPEN MOORAGE AT \$5.28</u> 26' \$137.28 + \$17.63 (L.E.T.)	\$154.91	<u>OVERNIGHT GUEST MOORAGE</u> Based on overall length of boat (electricity included)	
<u>COVERED MOORAGE AT \$7.50</u> 30' \$225.00 + \$28.89 (L.E.T.)	\$253.89	<u>OPEN MOORAGE AT \$5.72</u> 30' \$171.60 + \$22.03 (L.E.T.)	\$193.63	Up to 24'	\$20.00
<u>COVERED MOORAGE AT \$10.16</u> 35' \$355.61 + \$45.66 (L.E.T.)	\$401.27	<u>OPEN MOORAGE AT \$6.05</u> 35' \$211.75 + \$27.19 (L.E.T.)	\$238.94	25' - 29'	\$23.00
<u>COVERED MOORAGE AT \$11.51</u> 40' \$460.53 + \$59.13 (L.E.T.)	\$519.66	<u>OPEN MOORAGE AT \$6.51</u> 40' \$260.33 + \$33.43 (L.E.T.)	\$293.76	30' - 37'	\$28.00
<u>COVERED MOORAGE AT \$13.21</u> 45' \$518.10 + \$66.52 (L.E.T.)	\$584.62	<u>OPEN MOORAGE AT \$7.52</u> 45' \$338.25 + \$43.43 (L.E.T.)	\$381.68	38' - 45'	\$35.00
<u>COMMERCIAL FISHING VESSEL</u> <u>MOORAGE AT \$4.27</u> 60' \$256.20 + \$32.90 (L.E.T.)	\$289.10	<u>OPEN MOORAGE AT \$8.64</u> 60' \$518.10 + \$66.52 (L.E.T.)	\$584.62	46' - 55'	\$42.00
				56' - 65'	\$50.00
				66' and up	\$0.85 per foot
				Winter Weekly (October 1 st through April 30 th)	Daily Rate X 4
				<u>PARKING (Per Day)</u> Public Fee	\$2.00
				Boat Trailer/Tow Vehicle	\$3.00
				RV / Camper	\$5.00
<u>DRY BOAT COVERED</u> 20' & < \$95.98 + \$12.32 (L.E.T.)	\$108.30	<u>DRY BOAT OPEN</u> 20' and < \$88.16 + \$11.32 (L.E.T.)	\$99.48	A vehicle parked in violation of signs or regulations is unauthorized and will be impounded by towing and shall be released only after all charges and costs have been paid.	
21'-24' \$111.57 + \$14.33 (L.E.T.)	\$125.90	21' to 24' \$89.92 + \$11.55 (L.E.T.)	\$101.47		
25'-27' \$127.17 + \$16.33 (L.E.T.)	\$143.50	25' to 27' \$91.72 + \$11.78 (L.E.T.)	\$103.50		
		28' and > \$93.56 + \$12.01 (L.E.T.)	\$105.57		