



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, December 8, 2015 – 3:00 PM

Port of Skagit Hearing Room – 15400 Airport Drive, Burlington, WA 98233

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Greg Thramer, Heather Haslip, Karmen Hardy, Nancy Gardener, Andrew Entrikin, Jodee Peace, Brady Rowe, Kody Skvaril, and Debbie Hamilton

Others - Brad Furlong – Legal Counsel

CALL TO ORDER

Bill Shuler called to order the December 8, 2015 regular meeting of the port commission.

Changes or additions to the agenda as follows:

1. BBP: Live Grain Storage Site Electrical Upgrade (Oral) – Action will be taken – Approve Budget
2. Patsy Martin introduced Greg Thramer who has been hired to be the Port of Skagit's Director of Finance.

CONSENT AGENDA

Public Communications

November 10, 2015 Regular Meeting Minutes

Fiscal Report

Budget to Actual Report

ADMIN: Update Acceptance Service Process (2016) – Adopt Resolution 15-26

ADMIN: WSU Buckwheat Study Agreement (2016) – Ratify Agreement

AIRPORT: Runway 10/28 Improvement Project (2008); Safety Area Grading; Consultant Services Contract; Precision Approach Engineering (2012) – Amend Design Contract

AIRPORT: Runway 10/28 Improvement Project (2008); Safety Area Grading – Approve SDC Contract and Budget Amendment

MARINA: Monthly Occupancy Report f- Month Ending 11/30/15

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the December 8, 2015 consent agenda.

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

NEW BUSINESS

ADMIN: The Center (Northern State Property) – Approve Agreements

Patsy Martin reported that the Port of Skagit has been working with the City of Sedro-Woolley, Skagit County and the State of Washington through the Department of Enterprise Services on The Center (Northern State property) to develop an adaptive reuse study, draft environmental impact statement, planned action ordinance, and subarea plan. In addition, staff has been negotiating a variety of agreements with the State of Washington to lease, manage and ultimately transition the property from state control to local control.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to approve the following agreements pertaining to The Center (Northern State property) to be effective January 1, 2016:

- 1. Lease for the southern influence area and peripheral open space area**
- 2. Shared services and collaborative planning agreement**

and authorize the executive director to enter into the above identified agreements and authorize the executive director and staff to take any steps necessary to carry out the intent of this action. Commissioner Omdal seconded. Motion carried unanimously.

STAFF REPORTS

ASSOC: Association of Pacific Port's Winter Conference (2016) – Review Information

Patsy Martin reported that both she and Commissioner Kevin Ware plan to attend the Association of Pacific Port's Winter Conference which will be held January 13-15, 2016.

ASSOC: WPPA; Annual Meeting November 2015 – Meeting Report

Patsy Martin and Commissioner Ware attended the November WPPA annual meeting and provided a report to the commission.

MARINA: La Conner Marina RV Resort Campground Host (2015) – Review Information

Patsy Martin reported that staff has developed a RV Resort Campground Host job description as they've become aware of the need to have after hours support at the La Conner Marina RV Resort.

Kody Skvaril reported that having a RV host will help protect the port. The responsibilities include: greeting campers, providing facility information, providing copies of the rules and regulations, monitoring safety issues and acting as a liaison between campers and marina staff.

Staff provided a copy of the draft job description to the commission to review.

NEW BUSINESS

ELECTION OF OFFICERS

Reconstitute the Board

Patsy Martin reported that it is time to reconstitute the board effective January 1, 2016 as follows:

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

COMMISSION ACTION: Commissioner Ware moved that the commission reconstitute the board effective January 1, 2016. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: December Meeting; Election, Committee Assignments (2016) – Approve Assignments

Patsy Martin reported that it is time to determine committee assignments for 2016. The following committee vacancies need to be completed:

Committees

- EDASC Board
- RTPO
- SCOG
- SCOG Revolving Loan Fund
- WPPA Trustee

- PNWA

Port Representatives

- Patsy Martin/Scott Peterson
- Bill Shuler
- Bill Shuler
- (Skagit 2016 - 2018)
- 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
Pacific Coast Congress of Harbormasters
and Port Managers
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
La Conner Classic Yacht & Car Show
Northwest Marine Trade Association

Port Representatives

Andrew Entrikin
Andrew Entrikin
Andrew Entrikin
Bill Shuler/Andrew Entrikin
Bill Shuler

Kody Skvaril
Sara Young
Sara Young
Kevin Ware, Sara Young

Sara Young
Heather Haslip
Greg Thramer
Bill Shuler
Kody Skvaril
Steve Omdal
Andrew Entrikin
Andrew Entrikin
Patsy Martin
Patsy Martin
Patsy Martin
Sara Young

Greg Thramer or Sara Young
Andrew Entrikin
Andrew Entrikin
Kody Skvaril

COMMISSION ACTION: Commissioner Ware moved that the commission approve committee assignments effective January 1, 2016. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Executive Director Authority (2015) – 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. Staff prepared a resolution for consideration by the commissioners.

Discussion.

COMMISSION ACTION: Commissioner Ware moved the commission adopt Resolution No. 15-27 which generally sets forth the authority delegated to the executive director and staff. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Northern State; EPA Brownfields Assessment Grant Application (2015) – Approve Application

Patsy Martin reported the port has completed a Focused Site Assessment and a Preliminary Remedial Investigation and Feasibility Study, both funded by the Washington State Department of Ecology. These studies found that past operations at the Northern State facility have left contamination in shallow soil and groundwater north of the Powerhouse and adjacent to the former laundry building; preliminary clean up options have been identified for this contamination.

Heather Haslip reported that the U.S. Environmental Project Agency's (EPA) Brownfields Program provides Assessment Grants up to \$200,000 for assessment of existing contamination and clean up and redevelopment planning. Maul Foster and Alongi have capacity in their current contract budget to assist the port with development of the grant application.

Discussion.

COMMISSION ACTION: Commissioner Omdal moved to authorize staff to submit grant application to EPA requesting up to \$200,000 for continued assessment of potential environmental contamination at The Center for Innovation and Technology formerly known as the Northern State Property. Commissioner Ware seconded. Motion carried unanimously.

ADMIN: Personnel Policy: Boots, Drugs, Tobacco, Vehicles – Adopt Resolution

Sara Young reported that the port periodically reviews its policies to make sure they are current with the market, consistent with legal requirements, and that the policies provide an efficient workplace.

Staff is recommending updates to; Section 19: Vehicle Use, Section 21: Clothing, Section 25: Drug Free Work Place, and Section 28: Tobacco Use.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 15-28 amending the port's personnel policy effective January 1, 2016. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Salary Range (2016) – Approve Resolution

Scott Peterson reported that in 2015, as per port policy, the port conducted a salary survey utilizing the Milliman Public Employer Salary Survey. Staff has found that this is the most comprehensive data as it includes public employers from all types of industry including cities, ports, counties, PUD's, and hospitals from all regions of the state. The analysis included adjustments as needed of job classifications changed since our last survey.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 15-29 which:

- 1. Establishes salary and wage ranges, for 2016, by adopting the document “Port of Skagit County, salary and wage ranges, effective January 1, 2016”.**
- 2. Directs the salary and wage ranges to be adjusted each year on January 1, based upon the CPI.**
- 3. Provides for a salary survey every three years.**

Commissioner Omdal seconded. Motion carried unanimously.

BBP: Live Grain Storage Site Electrical Upgrade (Oral) – Approve Budget

Sara Young reported that the port entered into a lease with Coast Salish Enterprises (CSE) in August 2015 for Lots 23 and 24 of the Amended Skagit Regional Airport Binding Site Plan Phase 1. Construction and installation of grain storage equipment began on the site shortly thereafter. In the course of construction, it became apparent that insufficient power exists at the site to serve the proposed development. The Port has worked with CSE and Puget Sound Energy (PSE) to develop a plan to bring sufficient power to the site.

Staff requested the commission review and approve a project budget in the amount of \$290,000 to allow the project to go forward as soon as possible.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve budget in the amount of \$290,000 for provision of electrical service to Lots 23 and 24 to serve the live grain storage facility. Commissioner Omdal seconded. Motion carried unanimously.

MARINA: Commercial Float Use Policy (2015) – Adopt Resolution

Patsy Martin reported that in 1993 the Port established a Commercial Float Interpretive Policy for use of vessels on the Marina's commercial float. The policy is in need of an update to clarify priority use and provide staff with tools to ensure optimal use of all Marina slips.

The commission reviewed the policy update.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 15-30 establishing an updated commercial float use policy for the La Conner Marina. Commissioner Omdal seconded. Motion carried unanimously.

MARINA: Lighting Project (2015) – Approve Grant Match

Patsy Martin reported that exterior lighting has been consistently identified by port staff and tenants as an area of concern at the La Conner Marina facility.

Staff recommended applying for a grant from PSE to complete a comprehensive exterior lighting upgrade at the marina. The project is estimated to cost \$70,000, of which the port would be eligible to receive approximately \$20,000 grant funds from PSE. Staff is also recommending the commission approve a grant match in the amount of \$50,000 to complete the project.

COMMISSION ACTION: Commissioner Omdal moved to approve a PSE Grant application and match of funds in the amount of \$50,000 for improvements to exterior lighting at the La Conner Marina.

MARINA: Promotions (2016) – Adopt Resolution

Sara Young reported that the port typically runs promotional offers for moorage at the marina during the Seattle Boat Show and throughout the year when appropriate. The purpose of these promotional offers is to increase occupancy and revenue for the marina.

Staff reviewed promotional offers with the commission.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 15-31 which authorizes promotional offers at the La Conner Marina for 2016.

PUB AGEN: Drainage District 19; Annexation of Port Property (2015) – Approve Annexation

Patsy Martin reported that staff has been working with Drainage District 19 (DD19) to resolve storm water concerns. Currently, the port’s Bayview Business Park and Skagit Regional Airport property are included in Skagit County’s drainage utility. Due to fee collection issues it was determined in 2002, that it would be appropriate for the port to no longer be a part of the Skagit County drainage utility but become a part of DD19. DD19 developed documentation; however, the annexation process was never concluded.

This summer, DD19 approached the Port to renew its efforts at annexation of the Port of Skagit property.

Discussion.

COMMISSION ACTION: Commissioner Omdal moved to authorize the executive director to execute the necessary documents for annexation of port property into Drainage District 19. Commissioner Ware seconded. Motion carried unanimously.

PORT OF SKAGIT INDUSTRIAL DEVELOPMENT CORPORATION ANNUAL MEETING

The commission entered into the Port of Skagit Industrial Development Corporation annual meeting at 4:04 p.m.

ADJOURN IDC 4:07 p.m.

RESUME REGULAR COMMISSION MEETING – 4:08 p.m.

GOOD OF THE ORDER

The staff and commission mentioned general and non-specific comments for the good of the order.

ADJOURNMENT

The regular commission meeting ended at 4:10 p.m.

ADOPTED IN OPEN SESSION this 12th day of January, 2016 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner