



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, February 10, 2015 – 3:00 PM

MINUTES

PRESENT: Commission - Bill Shuler, Kevin Ware and Steve Omdal
Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Heather Haslip, Carl Molesworth and Debbie Hamilton
Others - Legal counsel Brad Furlong. See sign in sheet for others present.

CALL TO ORDER

Bill Shuler called to order the February 10, 2015 regular meeting of the port commission.

Changes or additions to the agenda as follows:

NEW BUSINESS

1. ADMIN: Department of Commerce (2013-2015) Energy Efficiency and Solar Grant Program Application – Accept Offer
2. AIRPORT: R/W 10-28 Improvement Project (2008); Runway Safety Area (2014); Mitigation Bank Credit Purchase Agreement – Authorize Agreement
3. Additional Executive Session to discuss potential litigation

CONSENT AGENDA

Public Communications
December 19, 2014 Special Meeting Minutes
January 13, 2015 Regular Meeting Minutes
Fiscal Report
ADMIN: Cash Flow/Budget to Actual Report; Ending December (2014)
MARINA: Monthly Occupancy Report; Month Ending December (2014)
ADMIN: Trend Data (2014-Current) – Review Data
MARINA: Abandoned Boats, Sale of Abandoned Vessels – Adopt Resolution

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the February 10, 2015 consent agenda.

OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

NEW BUSINESS

PUB AGEN: Washington State Department of Enterprise Services; Interagency Agreement for Energy/Utility Conservation Services (2013) – Approve Agreements

Heather Haslip reported that the port applied for, and has been awarded a grant of \$205,342 from the Department of Commerce to install a solar array on the building located at 11966 Westar Lane, Burlington, WA. With a port match of \$75,000 the total project cost is \$280,342. Approval is required before work can begin and the commerce grant contract can be issued.

COMMISSION ACTION: Commissioner Kevin Ware moved the commission approve an Interagency Agreement Amendment and funding authorizations with the Department of Enterprise services for design, construction and project management and monitoring services for solar array at 11966 Westar Lane, Burlington, WA and authorize the executive director to execute all necessary documentation to carry out the intent of the action. Commissioner Steve Omdal seconded. Motion carried unanimously.

ADMIN: Department of Commerce (2013-2015) Energy Efficiency and Solar Grant Program Application – Accept Offer

Heather Haslip reported that in September 2014, the Port of Skagit applied for a grant from the Department of Commerce for an on-site, grid connected photovoltaic array at 11966 Westar Lane, Burlington, WA. The port has been awarded \$205,342 from the Department of Commerce for a 35.75Wp system. The grant award requires a \$75,000 port match, for a total project cost of \$280,342. This cost includes design, installation and one (1) year monitoring and verification.

COMMISSION ACTION: Commissioner Kevin Ware moved that the commission authorize that the executive director enter into a grant agreement with Washington State Department of Commerce for a solar array on the building at 11966 Westar Lane, Burlington, WA. Commissioner Steve Omdal seconded. Motion carried unanimously.

STAFF REPORTS

ADMIN: Marina/Airport Security Camera System (2014) – Oral Update

Kristin Garcia reported that the Marina/Airport security camera system has been installed. At the marina this project has increased security in high risk areas and enhances dry boat storage as well as customers now have access to after-hours information at kiosks.

The airport webcam is now on the Port of Skagit and Washington State Department of Transportation websites.

ADMIN: Service Awards; Employees (2003-Current); Patsy Martin 20 Years - Award

Patsy Martin was presented with a Twenty (20) year service award.

ASSOC: WPPA Small Ports Seminar; Intergrated Port Planning Information – Review Flyer

Patsy Martin reported that the Washington Public Ports Association (WPPA) discussed intergrated port response and resiliency planning at the 2014 WPPA Small Ports Seminar. In follow up, staff is going to review with the commission the port's Emergency Response Plan (ERP). The commission would like staff to schedule a 2 hour work session to review the ERP during the month of June or July 2015.

AIRPORT: Northwest Aviation Conference & Trade Show; February 21-22, 2015

Sara Young reported that the port is registered to participate in the Northwest Aviation Conference & Trade Show, February 21-22, 2015. The event will be held at the Washington State Fair Events Center in Puyallup, WA. Sara Young, Carl Molesworth and Keith Love will be attending. Both Heritage Flight Museum and Cascade Aviation will join port staff at the Skagit Regional Airport booth.

MARINA: Seattle Boat Show; January 23-31, 2015 – Event Report (Oral)

Kristin Garcia reported that the Seattle Boat Show went well. There was a good flow of traffic with attendance approximately the same as 2014. The Town of La Conner was a great emphasis and draw to participants. Staff gave out "stay one night - - get one night free" coupons which encourage boaters to do business at the Port of Skagit and the Town of La Conner.

NEW BUSINESS

ADMIN: Personnel Policy; Restated and Revised (1998-Current) – Adopt Resolution

Kristin Garcia reported that staff is recommending an update to the port's Use of Port Vehicle policy to reflect assurances required by the Federal Aviation Administration (FAA) and general liability insurance requirements. The updates are as follows:

Section 19: Use of Port Vehicles

- 19.8 Driver must be 18 years if age.
- 19.9 No texting or talking on cell phones or use of communication radios (or other devices) while driving.
- 19.10 No smoking in vehicle.

COMMISSION ACTION: Commissioner Kevin Ware moved that the commission adopt Resolution number 15-02 which amends the Port's Personnel Policy effective February 10, 2015. Commissioner Steve Omdal seconded. Motion carried unanimously.

AIRPORT: R/W 10-28 Improvement Project (2008); Runway Safety Area (2014); Mitigation Bank Credit Purchase Agreement – Authorize Agreement

Patsy Martin and Heather Haslip reported that the third phase of the R/W 10-28 Improvement Project is improving the safety area at the end of Runway 11 to meet FAA standards for category DII aircraft. This project includes clearing, grading and filling of 12.35 acres to establish uniform elevation and provide access for vegetation management of the Runway Object Free Area.

The port requested proposals from the two wetland mitigation banks authorized to service the project area, and Skagit Environmental Bank submitted the low proposal of \$130,500 per credit which totals \$96,090. The wetland mitigation bank credit purchase will be funded 90% by FAA Airport Improvement Program funds and WSDOT Aviation will provide 5% matching funds.

COMMISSION ACTION: Commissioner Kevin Ware moved that the commission authorize the executive director to enter into an agreement to purchase \$963,090 of Wetland Mitigation Bank Credits from Skagit Environmental Bank for Runway 11-29 Safety Area Grading Project, subject to concurrence by port legal counsel and authorize staff to carry out the intent of this action. Commission Steve Omdal seconded. Motion carried unanimously.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into an executive session at 4:00 p.m. to discuss potential litigation. The session is expected to last approximately 20 minutes.

The commission exited the executive session at 4:22 p.m.

The commission entered into a second executive session at 4:30 p.m. to discuss the possible purchase, sale or lease of property the public discussion of which could affect the price. The session is expected to last approximately 30 minutes.

The commission exited the executive session at 5:05 p.m.

COMMISSION ACTION: Commissioner Kevin Ware moved to:

- 1. Authorize the executive director to enter into a personal service contract with Maul Foster and Alongi to provide services in support of the Northern State due diligence study up to a total of \$540,000 (\$200,000 Port, \$200,000 State and \$140,000 Private Sector);**
- 2. Approve an amendment to increase Mark Estvold’s contract amount by \$22,500 for payment of project management services through December 2015 for additional due diligence of the Northern State site, and authorize staff to take steps necessary to carry out the intent of this action; and**
- 3. Authorize staff to request Skagit County apply for a grant on behalf of Port of Skagit with the Department of Commerce.**

Commissioner Steve Omdal seconded. Motion carried unanimously.

ADJOURNMENT

The regular commission meeting ended at 5:08 p.m.

ADOPTED IN OPEN SESSION this 17th day of March, 2015 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File
Commissioner

Signature on File
Commissioner

Signature on File
Commissioner