



Port of Skagit

**Regular Meeting of the Port Commission
Tuesday, February 11, 2014 – 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, Debbie Hamilton and legal counsel Brad Furlong.

Others - See Sign-In Sheet

CALL TO ORDER

Steve Omdal called to order the February 11, 2014 regular meeting of the port commission.

Changes or additions to the agenda as follows:

There were no changes or additions to the agenda.

CONSENT AGENDA

Public Communications
January 6, 2014 and January 10, 2014 Special Meeting Minutes
January 14, 2014 Regular & Joint Meeting with Port of Anacortes Minutes
Fiscal Report
ADMIN: Cash Flow/Budget to Actual Report; Ending December 31, 2013
ADMIN: Marina Occupancy Report; Month Ending December 2013
ADMIN: Surplus; Port Assets (2014) – Adopt Resolution
MARINA: Abandoned Boats, Sale of Abandoned Vessel – Adopt Resolution

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the February 11, 2014 Consent Agenda.

OPEN FORUM

Commissioner Omdal opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: Seattle Boat Show (2014) – Event Report

Chris Carlile reported that the Port of Skagit's participation in the 2014 Seattle Boat Show was a success. Up to ten (10) staff members participated at the port's booth. The marina reports twelve (12) new boating customers as a result of the show.

ADMIN: Trend Data (2014) – Information

Kristin Garcia reported that port staff intends to enhance our automatic payments/electronic billing services by exploring automated options via the port's website, to offer electronic billing for our marina moorage tenants. Staff is also exploring the option for e-statements at the marina and waiting for necessary system upgrades to allow this feature.

She also presented trend data for outstanding debt, designated funds-cash balances, and revenue trends for Skagit Regional Airport, Bayview Business Park, La Conner Marina, wet moorage, dry storage, dry boat launch, dry moorage and transient moorage.

MARINA: Marina Masterplan Update (2014) – Status Update

Sara Young and Jon Keiser of PND Engineers, Inc. provided the commission with a presentation of the current status and future options of the Marina Masterplan Update including preliminary site plan, phasing plan for the proposed marina redevelopment, facility condition survey, construction of new upland mixed use building, upland public access and trail plan.

They also reported that there have been a series of stakeholder meetings and another scheduled for March 2014.

Discussion.

Staff will keep the commission updated and bring a new plan to the commission for review and approval in 2014.

NEW BUSINESS

ADMIN: Line of Credit; Skagit State Bank (2014) – Adopt Resolution

Kristin Garcia reported that it has been customary practice to include in the port's operating and capital budget, a line item for capital maintenance in addition to routine maintenance and major capital projects. This amount has not been sufficient to properly address current or deferred maintenance needs to bring our facilities to premier destination levels.

Staff is proposing taking the amount budgeted each year for capital maintenance and re-directing those funds to obtain low cost financing. As authorized by RCW 53.36.030, staff is proposing taking out a line of credit, in lieu of a general obligation bond, so funding can be flexible and interest is paid only on what is used.

Staff reviewed a proposal from Skagit State Bank for a line of credit.

Discussion.

COMMISSION ACTION: The commission unanimously adopted Resolution No. 14-02 granting authority to the executive director to enter into a line of credit with Skagit State Bank for the purpose of funding capital maintenance projects.

COMM: Commission Salaries (2014) – Adopt Resolution

Patsy Martin reported that during the December 2013 meeting the commission discussed commission compensation and requested staff provide a salary survey of ports of similar size to establish updated salaries. Staff provided a survey with compensation data for commissions of 7 other Washington Ports.

Port of Skagit County Commissioners has been compensated with a salary of \$200 per month since 1992, a period of 22 years.

Staff reviewed a resolution with the commission which will increase the monthly salary compensation.

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution 14-03 which shall increase the monthly base compensation of each of its commissioners from \$200 per month to \$700 per month effective on the first day of the next term for each commission position as follows:

District 1: 01/01/2020

District 2: 01/01/2018

District 3: 01/01/2016

And shall increase Port Commissioners' monthly base compensation to \$800 per month effective January 1, 2018; and shall increase monthly base compensation to \$900 per

month effective January 1, 2020; and shall increase monthly base compensation to \$1000 per month effective January 1, 2022.

Commissioner Ware seconded. Motion carried unanimously.

MARINA: La Conner Marina Binding Site Plan; Consultant Services Contract – David Evans and Associates (2011) – Approve Project Budget Amendment

Patsy Martin reported the port entered into a Master Contract, dated June 20, 2011, engaging the professional services of David Evans and Associates (DEA) to complete the binding site plan for the La Conner Marina.

In December 2011 the Commission authorized an increase in the project budget to \$45,000 to accommodate additional work.

Staff has determined additional coordination with the Town of La Conner will be required to complete the binding site plan. The DEA contract amount will need to be increased to accommodate this additional work. DEA has estimated the increased coordination can be accomplished for \$4,800, bringing the contract total to \$49,455.

Staff requested an increase in the project budget to \$52,000 to complete the additional coordination and file the completed binding site plan.

Discussion.

COMMISSION ACTION: Commissioner Ware moved that the commission increase budget to \$52,000 for completion of the La Conner Marina Binding Site Plan Project. Commissioner Shuler seconded. Motion carried unanimously.

TENANT: BBP; Skagit Valley Malting, LLC; 11966 Westar Lane; Lease dated 1/01/12 – Approve Tenant Improvements

Patsy Martin reported that Skagit Valley Malting is getting their building ready to accommodate eleven (11) large, fifteen thousand pound malting machines. Each machine will generate a considerable amount of heat. Therefore, each machine will be vented out the side of the building. Skagit Valley Malting is requesting commission approval on the installation of vents.

Staff provided a tenant improvement illustration to the commission.

Discussion.

COMMISSION ACTION: Commissioner Ware moved that the commission approve tenant improvements for Skagit Valley Malting. Commissioner Shuler seconded. Motion carried unanimously.

GOOD OF THE ORDER

BREAK

The commission took a break at 4:03 p.m.

RESUME MEETING

The commission resumed the meeting at 4:09 p.m.

AMEND AGENDA

The commission amended the agenda to include discussion of the possible purchase, sale or lease of property the public discussion of which could affect the price during the executive session.

EXECUTIVE SESSION

The commission entered into executive session at 4:10 p.m. The session is expected to last approximately 20 minutes to discuss potential litigation and the possible purchase, sale or lease of property the public discussion of which could affect the price. Action may or may not be taken.

The executive director stepped out at 4:35 p.m. to say the executive session will last another 20 minutes.

The executive session ended at 5:04 p.m.

RESUME MEETING

The commission resumed the meeting at 5:05 p.m.

RE: TENANT: Airport; Corporate Air Center West, LLC, 15284 Flightline Road; lease dated February 1, 2009

COMMISSION ACTION: The commission unanimously authorized staff to:

- 1. Reduce rent by \$400 per month to reflect reduction of the grassy area from the footprint of the leased property;**
- 2. Bring lease up to date with current standards and include a buyout clause; and**
- 3. Reduce lease term to ten (10) years.**

The regular commission meeting ended at 5:06 p.m.

ADJOURNMENT

ADOPTED IN OPEN SESSION this 18th day of March, 2014 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner