



# Port of Skagit

Regular Meeting of the Port Commission  
Tuesday, February 14, 2012 3:00 PM

## MINUTES

PRESENT: Commission - Steve Omdal, Bill Shuler and Kevin Ware  
Staff - Patsy Martin, Kristin Garcia, Sara Young, Carl Molesworth, Heather Haslip, Bob Nord, Paul Mattos, Nancy Gardener, and Debbie Hamilton  
Others - See Sign in Sheet

## CALL TO ORDER

Bill Shuler called to order the February 14, 2012 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

**Add:** ASSOC: PNWA Mission to Washington D.C. (2012) – Status Update

## CONSENT AGENDA

Public Communications  
January 10, 2012 Joint Meeting of the POS and POA Minutes  
Fiscal Report

**COMMISSION ACTION: Commissioner Ware moved to adopt the consent agenda, seconded by Commissioner Omdal. Motion carried unanimously.**

## OPEN FORUM

Commissioner Shuler opened the floor for public comment. Hearing none, the floor was closed.

## STAFF REPORTS

### ASSOC: PNWA Mission to Washington D.C. (2012)

Patsy plans to attend the Pacific Northwest Waterway Association Mission to Washington D.C., March 4-8, 2012 to thank the delegation for approving funds to dredge the Swinomish Channel. PNWA has been instrumental in obtaining these funds. Kevin Ware, Bill Shuler and Steve Omdal are not able to attend. The commission discussed whether it would be possible to send Jerry Kaufman, former commissioner for the Port of Skagit.

Kristin Garcia reported that Washington State RCW's will allow the following attendance options:

- An employee of the Port of Skagit
- Current Port of Skagit commissioner or;
- Consultant hired by the Port of Skagit.

A consultant would have to meet procurement requirements. Jerry Kaufman attended the past 6 years to lobby on the Port's behalf, for the dredging of the Swinomish Channel. The commission would like the Finance Director to find out if there is a way in which Jerry Kaufman can meet the procurement requirements and be sent to Washington D.C. to represent the Port of Skagit.

Commissioner Omdal deferred discussion to Commissioners Ware and Shuler and is looking to the Finance Director's due diligence in audit requirements.

Discussion.

**COMMISSION ACTION: Commissioner Ware moved to send former Commissioner Jerry Kaufman to PNWA Mission to Washington D.C. and authorized staff to complete due diligence to facilitate this action, seconded by Commissioner Omdal. Motion carried unanimously.**

**ADMIN: Cash Flow/Budget to Actual Report; Ending December 31, 2011 - Update**

Kristin Garcia reported on the Budget to Actual report ending December 31, 2011.

**ADMIN: Coffee with Commissioners (2012) – Update (Oral)**

Patsy Martin reported a strategic plan goal is to begin "Coffee with Commissioner" sessions. The objective is to get the commissioners out in the community on a regular basis to confer with port constituents.

Carl Molesworth asked to discuss parameters of "Coffee with Commissioner" sessions. A quarterly schedule is planned. Each district commissioner will open a coffee session at a restaurant located within their district, commencing with District 1 in the spring, District 2 in the summer and District 3 in the fall. The commissioners desire to try two different formats:

1. Open to the public meeting format. District commissioner will highlight current projects, etc. with a question and answer period.
2. Individual one-on-one appointments. Schedule 10 minute time blocks for individuals to meet the commissioners. Walk-ins would be welcome.

The first session to begin in March.

**AIRPORT: Northwest Aviation Conference & Trade Show – Update**

Sara Young reported the Northwest Aviation Conference and Trade Show is scheduled at the Western Washington Fairgrounds in Puyallup, WA on February 25 and 26. Staff will be in attendance. Commissioners are welcome to attend.

### **AIRPORT: Taxiway F; Soils Investigation – Update (Oral)**

Patsy Martin reported that port staff has been working on the Taxiway F clean-up plan for the past ten years. The project is now 99% complete. Sara Young provided PowerPoint photos which highlighted the clean-up project. Construction began last September with excavation beginning in October. The wetland has been replanted. Staff is now waiting for the paving to take place once the property dries out.

### **MARINA: Seattle Boat show 2012 – Event Report (Oral)**

Patsy Martin reported the Seattle Boat Show was a success. Paul Mattos reported having a great location this year which he believes led to better participation by show attendees. Boaters were glad to hear that the Swinomish Channel will be dredged.

### **MARINA: Occupancy Report; Month Ending January 2012**

Paul Mattos reported that the Marina is at 84% occupancy. Discussion regarding future development of dry and wet moorage.

### **NEW BUSINESS**

#### **ADMIN: Fiber Optics; WCI; Master Fiber Optical License (2012) – Approve License**

Carl Molesworth reported that the port has granted a Master Optical Fiber License Agreement to five local internet service providers (ISPs) to date, allowing them to serve customers on the port's fiber optics network in exchange for 15% of their gross billings to these customers. Currently, there are 20 port tenants on the system, plus two clients on adjacent property and two more likely to hook up soon.

World Communications Inc. (WCI), based in Seattle, would be our sixth ISP. WCI differs from the others in that the company offers not only data delivery but also voice communications via fiber optics, a combination that should interest many of our tenants. Because there is a smaller profit margin for voice than for data, WCI will pay the port 15 percent of its data billings and 5 percent of its voice billings under this agreement. The term of this agreement is 5 years with an option for a second 5 years.

**COMMISSION ACTION: Commissioner Ware moved to approve a Master Optical Fiber License Agreement with Option for World Communications Inc. Commissioner Omdal seconded the motion. Motion carried unanimously.**

#### **ADMIN: Opportune Capital Investment Fund – Adopt Resolution**

Kristin Garcia reported that on December 20, 2011, the commission adopted the port's long term financial plan which included various fiscal policies. One of those policies was to maintain an opportune capital investment fund at or near \$1 million and replenish when used. RCW 53.363050 requires establishment of port funds by commission resolution.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 12-02 which will authorize the director of finance to establish the Opportune Capital**

**Investment Fund. Commissioner Omdal seconded the motion. Motion carried unanimously.**

**ADMIN: Skagit County; Interlocal Agreement; Resource Conservation Management (2012) – Approve Agreement**

Sara Young reported that the port completed a three-year resource conservation effort lead by the Skagit Council of Governments in 2011. That effort was funded by a grant from Puget Sound Energy and included nine total public agencies in Skagit County. As a result of that program, the port lowered the yearly average electricity usage in the target facilities by 33 percent between 2008 and 2011.

Skagit County is continuing the RCM program with a staff person hired directly by the county. The port has been invited to partner in the program. The county will host the employee and provide services to the port via an interlocal agreement. The fee for these services will be \$5,000 per year of the three-year program. The port will also enter into an agreement with PSE to receive additional conservation incentives for meeting specific energy savings goals.

**COMMISSION ACTION: Commissioner Ware moved to approve an interlocal agreement with Skagit County to participate jointly in a shared Resource Conservation Manager Program in cooperation with Washington State University Extension Energy Program and Puget Sound Energy. Commissioner Omdal seconded the motion. Motion carried unanimously.**

**ADMIN: Swinomish Channel Maintenance Fund – Adopt Resolution**

Patsy Martin reported that on November 15, 2011, the commission adopted the port's 2012 operating and capital budget which included \$400,000 for dredging the Swinomish Channel. The port built its 2012 budget on the assumption that federal funding would no longer be available for maintenance of the Swinomish Channel. However, on February 7, 2012, the port was made aware that \$2.27 million has been awarded to the U.S. Army Corps of Engineers to dredge the Swinomish Channel.

Discussion regarding other stakeholders.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 12-04 which will authorize the director of finance to establish the Swinomish Channel Maintenance Fund. Commissioner Omdal seconded the motion. Motion carried unanimously.**

**AIRPORT: R/W 10-28 Rehabilitation Project; Crown Conversion and Longitudinal Gradient Adjustment – Amend Budget**

Patsy Martin reported that the Runway 10-28 Crown Conversion project will necessitate a longitudinal shift of Runway 04-22 to resolve grade conflicts at the intersection of Runways 22 and 28. FAA funding will cover the shift distance required for the project. Port staff recommends increasing the Port's project budget by \$300,000 to pay for additional shift distance sufficient to prepare Lot 72 for future development of large hangars. This will provide cost efficiencies to the

Port's future work on Lot 72. Staff recommends releasing funds from the Taxiway F Investment Account to cover the budget increase.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 12- 03 which amends the budget for the Runway 10-28 Crown Conversion and Longitudinal Gradient Adjustment project to increase the port contribution by \$300,000; and adopt Resolution No. 12-03 authorizing the Director of Finance to use funds from the Taxiway F Fund to pay future costs associated with the Runway 10-28 Improvement Project up to a maximum of \$300,000. Commissioner Omdal seconded the motion. Motion carried unanimously.**

**MARINA: Abandoned Boats, Sale of Abandoned Vessel WN 2450K – Approve Resolution**

Patsy Martin reported that a vessel described as a 1965 35' Owens, registration number WN 2450K, has been secured for greater than 90 days for delinquent payment of port charges. The owner has been notified as required by Section 6 of the Regulations. The above vessel has not been released to its owner as the account has not been current as of January 24, 2012, nor have arrangements been made for the removal of the vessel from the moorage facility.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 12-06 which will authorize the sale of an abandoned vessel, described as a 35' Owens, Hull Identification Number WAZ1501C1965. Commissioner Omdal seconded the motion. Motion carried unanimously.**

**GOOD OF THE ORDER**

No comments.

**RECESS**

The commission recessed the regular meeting at 4:35 p.m.

**EXECUTIVE SESSION**

The commission entered into executive session at 4:48 p.m. The session is expected to last approximately 10 minutes to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Action may or may not be taken following the executive session.

The executive session ended at 4:58 p.m.

No commission action following the executive session.

**ADJOURNMENT**

With no other business to consider, Commissioner Shuler adjourned.

ADOPTED IN OPEN SESSION this 13th day of March, 2012 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner