

## PORT OF SKAGIT COUNTY

Regular meeting of the Port Commission

Tuesday, February 17, 2009 5:00 PM

### MINUTES

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware  
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Bob Nord, Paul Stannert, Karmen Hardy, Sara Young and Debbie Hamilton  
Others - See sign in sheet

### **Public Hearing**

The port is ready to transfer ownership of the water, sewer, and street facility improvements located within and adjacent to the following described real property commonly known as Lot 31 of the pending Binding Site Plan, also known as or 539 N. 3<sup>rd</sup> Street, La Conner. The Public Hearing notices were properly published and posted.

The Commission President opened the public hearing 5:03 p.m.

The commission explained to the public that the purpose of the public hearing was to provide the opportunity for the public's input as to the matter of the port declaring the water system improvements surplus and conveying the same to the Town of La Conner and modifying the Port's Comprehensive Plan accordingly.

Port staff provided background information and the commission directed questions to staff. The commission president asked for public comments or questions. There were no public comments or questions.

The public hearing was close at 5:06 p.m.

Action by the commission will take place under action items listed later in the agenda.

### Changes or additions to the agenda as follows:

None.

### **Public Communications**

Published articles noted by commission.

### **Approval of Minutes**

**COMMISSION ACTION:** The commission unanimously approved the minutes of the January 15, 2009 Port of Skagit/Port of Anacortes joint meeting and the January 20, 2009 regular meeting.

## **Fiscal Matters**

**COMMISSION ACTION:** The commission unanimously approved February 2009 vouchers as presented.

## **Open Forum**

No comments from the public

## **STAFF REPORTS**

### **ADMIN: Brand Strategy (2009) – Status Update (Oral)**

Patsy Martin discussed the status of the Brand Strategy implementation of next steps in 2009. Consultant Duane Knapp has completed his contract. The Port will be moving forward with the development of action steps.

### **ADMIN: Employee Recognition (2008) (Oral)**

Kristin Garcia reported that Linda Oliver is the first recipient of an Employee Recognition Award for 2008. The Employee Recognition was established to award employees for notable achievements and work accomplished beyond their specified duties. Linda has been with the port since 1974 and has been a loyal, dedicated employee.

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

Sara Young reported staff met with ecology representative Mr. Dave South and Mr. Bob Warren. Mr. Warren will work with port staff through the grant funding process for the Taxiway F clean-up project with hopes of obtaining 50% of past costs. Clean-up work will most likely begin during the summer of 2010.

### **ASSOC: NARF; Service Agreement (2009) – Approve Agreement**

Patsy Martin reported that it is time to renew the annual Northwest Agriculture Research Foundation service agreement for 2009. This agreement funds agricultural research for Skagit County. The service agreement amount is \$25,000. NARF reports back to the commission on a quarterly basis.

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**COMMISSION ACTION: Commission unanimously approved the service contract with NARF in an amount not to exceed \$25,000.**

**MARINA: Monthly Occupancy Report; Month Ending February 15, 2009; Comparison of Monthly & Transient Moorage**

Paul Stannert reported two (2) more vacancies this month at the marina. However, marina staff has been signing up customers and believe the port will see an increase in boats coming into the marina.

**MARINA: South Yard Basin Building Dedication (2009) – Event Report (Oral)**

Scott Peterson reported on the Marina Peninsula Building Dedication held on February 5, 2009. The dedication went well. Two marina tenants are currently moving in: La Conner Yacht Sales and Action Marine Service.

Staff requested a proposal to have the block construction of the Marina Peninsula Building sealed along with the bathroom tiles to prolong life and appearance. The cost is approximately \$15,000 for sealant.

**NEW BUSINESS**

**ADMIN: Northwest Agriculture Business Center; Presentation – Accept Project as Complete**

Kristin Garcia reported that on June 5, 2008, the commission approved a grant from the Department of Community, Trade & Economic Development. The purpose of the grant was to provide funding to the Northwest Agriculture Business Center (NABC) to conduct a project-specific economic impact feasibility study. The project is now complete.

David Bauermeister, Executive Director at NABC, was present and reported to the commission the results of the feasibility study.

Discussion regarding facility needs, requirements and next steps.

Staff will meet with NABC for discussions regarding site analysis.

**COMMISSION ACTION: The commission unanimously accepted as complete the Economic Feasibility Study and Site Pre-Development Planning Project conducted by the Northwest Agriculture Business Center.**

**MARINA: South Basin Yard Facility (Marina Peninsula Building); (2006) Town of La Conner Infrastructure Improvements Agreement – Adopt Resolution**

Sara Young reported that the Port of Skagit County installed approximately 508 lineal feet of 8-inch water line and 55 lineal feet of 8-inch sewer line on Port property, as well as 140 lineal feet of street frontage improvements within public right-of-way in conjunction with construction of the new marina building known commonly as the Peninsula Building. Pursuant to the terms of the Infrastructure Improvements Agreement signed by the Town of La Conner and Port, the Port is now ready to convey ownership of said facilities to the Town. The Town requires ownership of the facilities to maintain and operate their water system.

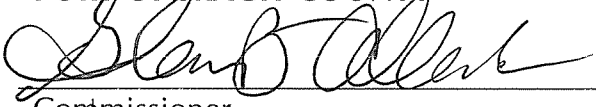
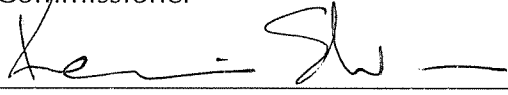

The Port is required to surplus the facilities before they can be conveyed to the Town. A public hearing notice was published in the Skagit Valley Herald on February 7, 2009 and a public hearing was held at the opening of this meeting.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 09-06 declaring water, sewer, and street facility improvements surplus at the La Conner Marina, authorizing their conveyance to the Town of La Conner, together with appropriate maintenance easement rights, and modifying the comprehensive plan for the Port of Skagit County and authorizes execution of the necessary documents to complete the transfer.**

**ADJOURNMENT**

The commission adjourned the regular meeting at 5:58 p.m.

ADOPTED IN OPEN SESSION this 17th day of March, 2009 and duly authenticated by the signatures affixed hereto.

**PORT OF SKAGIT COUNTY**  
  
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Commissioner  
  
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