



# Port of Skagit

Special Meeting of the Port Commission  
Friday, February 28, 2014 – 3:30 PM

## MINUTES

PRESENT: Commission - Steve Omdal, Bill Shuler and Kevin Ware to join meeting via phone

Staff - Patsy Martin, Heather Haslip, Karmen Hardy, Carl Molesworth, Debbie Hamilton and legal counsel Brad Furlong.

Others - See Sign-in Sheet attached.

## CALL TO ORDER

Steve Omdal called to order the February 28, 2014 special meeting of the port commission.

## PLEDGE OF ALLEGIANCE

## NEW BUSINESS

### ADMIN: Northern State; Department of Ecology Integrated Planning Grant Offer (2014) – Accept Offer

Patsy Martin reported the Port of Skagit is considering acquisition of the Northern State Hospital property. In January 2014 the port applied for an Integrated Planning Grant from the Washington State Department of Ecology to fund an adaptive reuse study of the Northern State Hospital Property to allow the port to investigate the current condition of the property.

The port has been offered a grant in the amount of \$200,000, no matching funds required, for the study.

Discussion.

Commission to consider action at the completion of all discussion and Commissioner Ware joins the meeting via phone.

**ADMIN: Northern State; Adaptive Reuse Study; Consultant Services Contract (2014) – Authorize**

Patsy Martin reported the Port of Skagit is considering acquisition of the Northern State Hospital property. The port does not have qualified staff to complete the adaptive reuse study so must hire a qualified consultant to perform the work. The port published a Notice of Request for Qualifications (RFQ) in the Skagit Valley Herald on February 22, 2014.

Time is of the essence to complete the adaptive reuse study so it is critical for the port to contract with a consultant as soon as the selection process is complete.

Discussion.

Commission to consider action at the completion of all discussion and Commissioner Ware joins the meeting via phone.

**PUB AGEN: Skagit County Sales Tax Grant; Agricultural Processing/Packaging Facility (2014) – Authorize improvements to building located at 11367 Higgins Airport Way, Burlington to accommodate an agricultural processor.**

Patsy Martin reported in January the port purchased a 51,248 square foot building from BCG, Northwest LLC. Staff is currently working with Carletti Architects and Gielow Pickles, Inc. to determine a scope of work and associated cost to convert this building into a food processing facility.

The port budgeted \$1,500,000 for this facility and obtained a line of credit for an additional \$500,000 to bring the total project budget to \$2,000,000. Based on the purchase price negotiated with BCG, the port has \$886,870 available to cover the cost of needed infrastructure improvements.

Staff and Carletti Architects expect to receive a final facility layout as well as the cost of the refrigeration and clean room systems delivered to Burlington anytime. Once received, Carletti will start design and cost estimates for the required floor drain system.

Staff recommended the commission approve an additional \$500,000 budget amount to convert the manufacturing facility located at 11367 Higgins Airport Way into a food processing facility.

Discussion.

Commissioner Ware joined the meeting via phone at 3:47 p.m.

Patsy Martin briefed Commissioner Ware as to discussion and actions requested.

Further discussion.

**COMMISSION ACTION: Commissioner Shuler moved to accept the following three (3) action items on the table:**

- 1. Authorize the executive director to enter into a grant agreement with Washington State Department of Ecology to fund an Adaptive Reuse Study of the Northern State Hospital Property;**
- 2. Authorize the executive director to award a consultant services contract (not to exceed \$325,000) to a qualified consultant for an Adaptive Reuse Study of Northern State Hospital Property; and**
- 3. Approve an additional \$500,000 budget amount to convert the manufacturing facility located at 11367 Higgins Airport Way into a food processing facility.**

**Commissioner Shuler seconded. Motion carried unanimously.**

The special commission meeting ended at 3:52 p.m.

**ADJOURNMENT**

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

PORT OF SKAGIT COUNTY

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Commissioner

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Commissioner

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Commissioner