



# Port of Skagit

Regular Meeting of the Port Commission  
Tuesday, March 17, 2015 – 3:00 PM

## MINUTES

PRESENT: Commission - Bill Shuler, Steve Omdal and Kevin Ware absent  
Staff - Scott Peterson, Kristin Garcia, Sara Young, Karmen Hardy, Kody Skvaril and Debbie Hamilton  
Others - See sign in sheet for others present.

## CALL TO ORDER

Bill Shuler called to order the March 17, 2015 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

### NEW BUSINESS

1. Remove Executive Session from Agenda

## CONSENT AGENDA

Public Communications  
July 8, 2014 Regular Meeting Minutes Correction  
February 10, 2015 Regular Meeting Minutes  
February 26, 2015 Special Meeting Minutes  
February 27, 2015 Joint Special Meeting – Port of Skagit, Skagit County, City of Sedro Woolley  
Fiscal Report  
ADMIN: Cash Flow/Budget to Actual Report; Ending January 31, 2015  
MARINA: Monthly Occupancy Report; Month Ending February 28, 2015

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the March 17, 2015 consent agenda.**

## OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

## **STAFF REPORTS**

### **MARINA: Use Permits; La Conner Yacht Sales Boat Show and Public Yard Sale (2015) – Event Plan**

Scott Peterson introduced Art Kaplan who was present to discuss plans for the annual La Conner Yacht Sales Boat Show and Public Yard Sale. Historically the port has allowed La Conner Yacht Sales the use of the south basin parking lot for the swap meet and use of F dock for the boat show. Proceeds from this event go to the Skagit Bay Search and Rescue.

**COMMISSION ACTION: Commissioner Steve Omdal moved to approve a use permit for F Dock and the South Basin parking lot June 20-21, 2015 at no charge. Commissioner Shuler seconded. Motion carried unanimously.**

### **ADMIN: Executive Director Evaluation (2015) – Status Update**

Scott Peterson reported that staff distributed a packet for the commission to use for the executive director annual evaluation which will be completed in April.

### **ASSOC: PNWA Mission to Washington D.C. 3/1 to 3/5/15 – Event Report**

Sara Young reported that the Mission to Washington D.C. was productive. PNWA has built a great reputation over the years and it is critical that the Port of Skagit lobby for funding on an annual basis.

## **NEW BUSINESS**

### **ADMIN: Rate Review; Marina (2015) – Adopt Resolution**

Kristin Garcia reported that on December 9, 2014 the commission adopted Resolution 14-2 to establish rates at the marina effective January 1, 2015. Since that time the port has taken control over the RV park property and two small environmental events have created a need to update the rate schedule.

Discussion

**COMMISSION ACTION: Commissioner Omdal moved that the commission adopt Resolution number 15-03 which makes the following changes to the rate schedule;**

- 1. Environmental charges for non-tenants in the event of an incident requiring port response**
- 2. Inclusion of rates for operating the RV park**
- 3. Simplifying the commercial moorage rate**

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

### **ADMIN: Skagit State Bank; Renew Line of Credit (2015) – Adopt Resolution**

Kristin Garcia reported that on March 18, 2014, the commission adopted Resolution 14-06 providing for the issuance and sale of a note to evidence a revolving line of credit in the amount not to exceed \$2,000,000. The line of credit is held with Skagit Bank and they have submitted a notice that the line of credit needs renewing. The interest rate has been adjusted from 3.12% up to 3.25%.

As of current date, the line of credit has not been used but is slated for use for the Marina South Basin Project.

Staff recommended the commission renew the line of credit with Skagit Bank.

Discussion.

**COMMISSION ACTION: Commissioner Omdal moved the commission adopt Resolution No. 15-04 to amend Resolution No. 14-06 to extend the maturity of and increase the interest rate on the port's limited tax general obligation note, 2014 (taxable) evidencing a revolving line of credit in the principal amount not to exceed \$2,000,000. Commissioner Shuler seconded. Motion carried unanimously.**

### **ADMIN: Surplus; Port Assets (2015) – Adopt Resolution**

Kristin Garcia reported that the port currently owns a 1979 Challenger Forklift that was previously used in dry boat operations. The forklift has been broken down for many years and all parts have been used.

State law requires the commission declare assets as surplus if they are no longer of use or benefit.

**COMMISSION ACTION: Commissioner Omdal moved the commission adopt Resolution No. 15-05 which declares as surplus personal property a 1979 Challenger forklift that is of no use or benefit to the port. Commissioner Shuler seconded. Motion carried unanimously.**

### **AIRPORT: Restaurant; Tenant Recommendation (2015) – Approve Recommendation**

Scott Peterson reported that staff has reviewed proposals from Phoebe Huange, owner of Gamelin Grill, and Jason Tritt and Tony Savoy, owners of Flyers Restaurant and Brewery for operation of the airport restaurant. He shared proposal review results with the commission.

Discussion.

**COMMISSION ACTION:** Commissioner Omdal moved the commission authorize staff to proceed with negotiations with Flyers Restaurant and Brewery to lease the restaurant based on proposal review. Commissioner Shuler seconded. Motion carried unanimously.

**MARINA: RV Park Budget (2015) – Approve Budget**

Sara Young reported the port acquired the former Potlatch RV Resort facility in January 2015. This facility is to be reopened under port operation using the name La Conner Marina RV Resort. Prior to reopening the facility some improvements to the site must be made including the following:

1. Demolition and removal of the existing multi-use building on the site.
2. Construction of an enclosed electrical shed to house the panel for the RV site pedestals.
3. Testing and repairs/replacement of electrical system components of the RV site pedestals.
4. Installation of a lighted/signed crosswalk to the restroom/shower/laundry facility located across 3<sup>rd</sup> Street, west of the facility.

Staff recommends commission approve a budget for improvements to the La Conner Marina RV Resort facility, based on preliminary cost estimates, in the amount of \$150,000.

Discussion.

**COMMISSION ACTION:** Commissioner Omdal moved to approve budget for improvements to the La Conner Marina RV Resort facility in the amount of \$150,000. Commissioner Shuler seconded. Motion carried unanimously.

**MARINA: Rules and Regulations (2015) – Adopt Resolution**

Kristin Garcia reported that on June 8, 2010 the commission adopted Resolution No. 10-17 adopting rules and regulations applying at the La Conner Marina. As of February 1, 2015, the Port of Skagit took possession of an RV park. As a result of the change in operation at the marina facility, it is necessary to update the rules and regulations for the safety and well-being of port guests. Staff recommended adoption of Addendum #1 to the La Conner Marina Rules and Regulations.

Discussion.

**COMMISSION ACTION:** Commissioner Omdal moved to adopt Resolution No. 15-06 adopting regulations applying at the La Conner Marina. Commissioner Shuler seconded. Motion carried unanimously.

**GOOD OF THE ORDER**

**ADJOURNMENT**

The regular commission meeting ended at 4:14 p.m.

ADOPTED IN OPEN SESSION this 14<sup>th</sup> day of April, 2015 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