



# Port of Skagit

Joint Meeting with the Port of Anacortes  
Port of Skagit Hearing Room  
15400 Airport Drive, Burlington, Washington

Tuesday, March 16, 2010 9:00 AM

## MINUTES

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

In attendance for the Port of Anacortes: Commission President Rubin, Commission Secretary Niver, and Commissioner Hopley. Commission Vice-President Mooney and Commissioner Short were excused.

Also in attendance for the Port of Anacortes: Executive Director Hyde, Director of Finance and Administration Johnson, Director of Engineering Elsner, Director of Operations & Facilities Hachey, and Executive Assistant Lindsey.

### CALL TO ORDER – Port of Skagit

Commissioner Kevin Ware called to order the March 16, 2010 joint meeting with the Port of Anacortes.

### CALL TO ORDER – Port of Anacortes

Commissioner Keith Rubin called to order the March 16, 2010 joint meeting with the Port of Skagit.

The purpose of the Joint Meeting was to discuss items of mutual interest.

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

No changes or additions to the agenda.

## **INTRODUCTIONS**

### **CONSENT AGENDA – Port of Skagit**

Public Communications  
February 16, 2010 Regular Meeting Minutes  
Fiscal Report

**COMMISSION ACTION: The commission unanimously approved the consent agenda.**

### **OPEN FORUM**

No comment during open forum.

### **STAFF REPORTS**

#### **ADMIN: Swinomish Channel (2010) – Status Update (Oral)**

Patsy Martin provided an update regarding the dredging of the Swinomish Channel. La Conner – Two new studies commissioned by the Port of Skagit has revealed that sedimentation would block the Swinomish Channel to through boat traffic within five years, placing 521 jobs in jeopardy, if the current dredging schedule were allowed to lapse. Patsy also Executive Director Martin also explained the Port of Skagit is working with the state legislature and both the Swinomish and Samish tribes to obtain funding for dredging the channel. Both the Port of Skagit and the Port of Anacortes have an interest in the dredging of the channel and the Port of Anacortes indicated that it would dredge at the north end of the Channel this year.

Reporting for the Port of Anacortes on this issue, Director of Engineering Elsner explained that the Port of Anacortes dredged the Channel in 2002 to build the Fidalgo Bay Eelgrass Mitigation Site. At that time the Port dredged approximately 60,000 cubic yards of material. The Port plans to dredge an additional 50-70,000 cubic yards north of the railroad bridge in 2010 to expand the Eelgrass Mitigation Site. The Port's funding for this project, performed in conjunction with the cleanup of the Former Scott Paper Mill Site, comes from the Department of Ecology, Kimberly Clark, and agreements with other liable parties.

Discussion continued of the importance of a 3-year cycle for dredging and ideas for possible permanent funding sources.

#### **ASSOC: PNWA Mission to Washington, D.C. – Update (Oral)**

Patsy Martin and Jerry Kaufman reported on their recent trip to the Pacific Northwest Waterways Association (PNWA) Annual Meeting in Washington, D.C. to lobby for Swinomish Port of Skagit County  
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Channel Dredging funds. A primary focus of the session was the health care debate. Both Martin and Kaufman felt that things went well for voicing the concern for dredging funds. Jerry Kaufman encouraged the Port of Anacortes commission to attend in the future.

### **Port of Anacortes Update (2010) (Oral)**

Bob Hyde gave a status report on the Port of Anacortes. He presented a review of Port of Anacortes projects for 2009 and 2010 by operating area, including tenants at all three operating centers, the completion of the Pier 1 Project in partnership with shipyard Dakota Creek Industries, remodeling of the Wymans' Ramp, and the Main Port Office Transit Shed Events Center, the new Workboat Races event at the Marine Terminal, Anthony's lease signing - a \$3 million dollar project, the Marine Career and Technical Skills Center with construction underway that will serve as an Icon for the marine industry, and other events at the Cap Sante Boat Haven, as well as the new condo hangers building by tenant 48° North Aviation at the Anacortes Airport.

Executive Director Hyde noted the Port of Anacortes' largest project at this time is the former Scott Paper Mill Site cleanup, begun by the Port in 2009 and continuing through May of 2011. He reviewed the Port's material handling facility where dredged and excavated materials are sorted with contaminated materials going to a disposal facility near Wenatchee. The Port is constructing new wave attenuators that will replace the existing 52 year old creosote pile breakwater at the Boat Haven, performing beachfront reconstruction and excavation.

### **RECESS**

The meeting was recessed at 9:56 a.m. and returned to order at 10:05 a.m.

### **NEW BUSINESS**

#### **ADMIN: Policy; Accounting – Authority to Prepare and Issue Warrants Prior to Commission Approval (2010) - Adopt Resolution**

Kristin Garcia reported on March 9, 2010 the commission approved a meeting change which moved the regular commission meeting from the third Tuesday of the month to the second Tuesday of the month. The regular meeting, previously held on the third Tuesday, is the date in which the commission approves payroll and general warrants. The warrants were then issued on the third Wednesday of the month after commission approval.

With the change in moving the regular commission meeting to an earlier time in the month, vendor invoices will not have sufficient time to reach the accounting department to process them by the second Tuesday of the month, therefore, staff requests continuing to process warrants in accordance with the current schedule of issuing warrants on the third Wednesday of the month. In order to continue with the current schedule, the commission will need to

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adopt a resolution authorizing the director of finance to prepare and issue payroll and general warrants prior to commission approval. Garcia further reported that the law provides for issuing of warrants prior to commission approval, provided certain requirements are met. Garcia reported the Port is in compliance with all requirements.

**COMMISSION ACTION: The commission unanimously adopted Resolution No.10-08 which will authorize the Port Auditor to prepare and issue payroll and general warrants prior to commission approval.**

#### **ADMIN: Small Works Resolution (2010) – Adopt Resolution**

Kristin Garcia reported that on December 20, 2005 the commission adopted Resolution 05-27 establishing a small works roster process to award public works contracts. Since then, legislation has made changes increasing the dollar threshold from \$200,000 to \$300,000 for which the small works roster process can be utilized. Legislation also changed the threshold from \$25,000 to \$35,000 which determines whether a bond is required and when retainage can be released. Staff requested adoption of a resolution to update the Ports small works roster policy to reflect the legislative changes.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 10-09 which will establish a small works roster process to award public work contracts.**

#### **Port of Skagit Update (2010) (Oral)**

Patsy Martin provided a status report of the Port of Skagit. She reviewed the mission of the Port “Jobs for Our Community” and explained the commission’s goals for jobs being those jobs that bring in sustainable living wages. She provided an overview of the Port’s values, promise and long term vision.

Executive Director Martin reviewed projects of the Bayview Business Park, Airport, tenants, agricultural land holding, the La Conner Marina and business development. Specifically discussed were:

- Fiber Optics
- Possible processing plant
- Swinomish Channel Dredging
- Focus on cluster groups in long-term vision
- Airport Infrastructure – Runway 10/28 construction project
- Funding options
- 50 year vision to 2060

She discussed with both commissions the importance of Skagit Regional Airport as an important regional facility.

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**GOOD OF THE ORDER**

Discussion regarding commerce, taxation, project development and cooperation.

**ADJOURNMENT – Port of Skagit**

Commissioner Ware called for a motion to adjourn.

**ADJOURNMENT – Port of Anacortes**

Commissioner Rubin called for a motion to adjourn.

**ADJOURNMENT**

The commission adjourned the regular meeting at 11:02 a.m.

ADOPTED IN OPEN SESSION this 13<sup>th</sup> day of April, 2010 and duly authenticated by the signatures affixed hereto.

**PORT OF SKAGIT COUNTY**

*Signature on file*  
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Commissioner

*Signature on file*  
\_\_\_\_\_  
Commissioner

*Signature on file*  
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Commissioner