



# Port of Skagit

**Regular Meeting of the Port Commission  
Tuesday, March 18, 2014 – 3:00 PM**

## MINUTES

PRESENT: Commission - Steve Omdal, Bill Shuler and Kevin Ware

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Carl Molesworth, Heather Haslip, Kristin Troxel, Debbie Hamilton and legal counsel Brad Furlong.

Others - See Sign-In Sheet

## CALL TO ORDER

Steve Omdal called to order the March 18, 2014 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

There were no changes or additions to the agenda.

## CONSENT AGENDA

Public Communications  
February 11, 2014 Regular Meeting Minutes  
February 28, 2014 Special Meeting Minutes  
Fiscal Report  
ADMIN: Cash Flow/Budget to Actual Report; Ending January 2014  
ADMIN: Marina Occupancy Report; Month Ending February 28, 2014

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the March 18, 2014 consent agenda.**

## OPEN FORUM

Commissioner Omdal opened the floor for public comment.

Hearing none, the floor was closed.

## **STAFF REPORTS**

### **ADMIN: Industrial Lands Inventory (2013) – Report Findings**

Sara Young reported on, and provided the commission with, the March 2014 Skagit County Industrial Land Study Draft Report provided by ECONorthwest. Sara provided an overview of the objectives, methodology, non-prohibitive restraints, land supply and key conclusions.

### **MARINA: Town of La Conner; La Conner at Risk Presentation (2014) – Presenter; John Doyle**

Patsy Martin introduced John Doyle of the Town of La Conner who was present to provide information about climate change and weather pattern impacts and possible risk factors impacting the Town of La Conner.

### **ADMIN: Organizational Chart (2014)**

Patsy Martin reported that staff has been working on a Port of Skagit organizational chart which will be effective and dated 4/1/14. Staff is implementing a maintenance department two-tier system. Patsy reviewed the updates to the organizational chart with the commission. Discussion only. No action required.

### **ASSOC: PNWA Mission to Washington D.C. (2014) – Event Report (Oral)**

Patsy Martin reported that this year's Mission to Washington D.C. was optimistic and rewarding. She reported that \$920,000 has been awarded for the dredging of the Swinomish Channel and \$40 million has been set aside for the protection of small ports.

### **AIRPORT: 2014 Northwest Aviation Conference and Trade Show – Event Report (Oral)**

Sara Young reported that this is the 4<sup>th</sup> year that the Port of Skagit has participated with the Northwest Aviation Conference and Trade Show. She emphasized the value in attending is listening and gathering information from the pilots who attend.

### **AIRPORT: Airport Operations Study Report; February Results (2014)**

Sara Young provided February airport operation results.

### **MARINA: Marina Masterplan Update (2014) – Status Update (Oral)**

Sara Young reported that staff intended to have a draft Marina Masterplan Update ready for review and approval. However, following a public input session, staff plans to review their comments and concerns and then present a draft update to the commission.

**TENANT: BBP; Grow Food; (dba Viva Farms); AG Land and Lot 12; Lease dated 1/1/2010 – Development Plan Update (Oral)**

Scott Peterson reported that staff met with Viva Farms and reviewed the next phase of their business plan which includes public restrooms and a 3,000 sq. ft. shed. They had a pre-application meeting with Skagit County and septic plans were discussed.

**TENANT: Airport; Henry's Humdingers; 15426 Airport Drive – C; Lease dated September 1, 2012**

Scott Peterson reported that Henry Miller of Henry's Humdingers was recently on "Shark Tank." Staff reviewed a video clip with the commission of Henry being interviewed on a local news network in regards to his experience on the show.

**NEW BUSINESS**

**ADMIN: Line of Credit; Skagit State Bank (2014) – Adopt Resolution**

Kristin Garcia reported that on February 11, 2014 the port commission adopted Resolution No. 14-02 authorizing the opening of a line of credit to provide financing for port improvements. Staff presented a resolution which is required by the bank to formally issue the line of credit and to establish the date, form, terms of the note and to authorize a port individual to manage the line of credit.

Discussion.

**COMMISSION ACTION: Commissioner Ware moved that the commission adopt Resolution No. 14-06 providing for the issuance and sale of a note to evidence a revolving line of credit in the principal amount not to exceed \$2,000,000; providing the date, form, terms and maturity of the note; authorizing the designated port representative authority to manage the revolving line of credit and approve the sale of such note. Commissioner Shuler seconded. Motion carried unanimously.**

**ADMIN: Maintenance Technician Department Tiers (2014) – Adopt Resolution**

Patsy Martin reported that the Port of Skagit's current maintenance technician department has only one tier, with one associated salary/wage range and one job description for all employees within the department. Staff reviewed a resolution with the commission which adopts two tiers. Each tier has specific skill sets and an associated wage range.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution 14-07 which approves the maintenance technician department tiers. Commissioner Shuler seconded. Motion carried unanimously.**

## **ADMIN: Personnel Compensation Policy (2014) – Adopt Resolution**

Patsy Martin reported that the port wishes to clarify its compensation policy (i.e. establishment of wage ranges, authority to set individual wages, initial placement within wage range, continued movement within wage range, and advancement) and amend the current personnel policy handbook. Staff provided the commission with a resolution which will amend the employee compensation policy and authorize the issue of a restated personnel policy handbook governing Port of Skagit County employees containing all personnel policy changes.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution 14-08 which amends the Employee Compensation Policy and authorizes the issuance of a Restated Personnel Policy Handbook governing Port of Skagit County Employees containing all personnel policy changes. Commissioner Shuler seconded. Motion carried unanimously.**

## **TENANT: BBP; The Truss Company & Building Supply, Inc.; 11768 Westar Lane – lease dated February 8, 2012 – Approve Temporary Office Trailer**

Scott Peterson reported that The Truss Company & Building Supply, Inc. contacted staff for approval to locate a temporary office trailer on their leased premises until their current lease term expiration date of August 1, 2019.

Staff is recommending approval of The Truss Company's request for approval of a temporary office trailer. The county has approved this project and is waiting for port commission approval before issuing the appropriate permits.

**COMMISSION ACTION: Commissioner Shuler moved that the commission approve The Truss Company's request to place a temporary office trailer on their leased premises. Commissioner Ware seconded. Motion carried unanimously.**

## **GOOD OF THE ORDER**

### **BREAK**

The commission took a break at 4:45 p.m.

### **RESUME MEETING**

The commission resumed the meeting at 4:54 p.m.

**AMEND AGENDA**

The commission amended the agenda to include discussion of the possible purchase, sale or lease of property the public discussion of which could affect the price during the executive session.

**EXECUTIVE SESSION**

The commission entered into executive session at 4:55 p.m. The session is expected to last approximately 20 minutes to discuss potential litigation and the possible purchase, sale or lease of property the public discussion of which could affect the price. Action may or may not be taken.

Debbie Hamilton stepped out at 5:33 p.m. to say the executive session will last another 20 minutes.

The executive session ended at 5:52 p.m.

**RESUME MEETING**

The commission resumed the meeting at 5:53 p.m.

The regular commission meeting ended at 5:54 p.m.

**ADJOURNMENT**

ADOPTED IN OPEN SESSION this 22th day of April, 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