



# Port of Skagit

Work Session of the Port Commission

Tuesday, March 9, 2010 9:00 AM

## MINUTES

PRESENT: Commission - Jerry Kaufman, Bill Shuler and Kevin Ware

Staff - Patsy Martin, Kristin Garcia, Scott Peterson, Bob Nord, Paul Stannert,  
Paul Mattos, Brad Furlong and Debbie Hamilton

Others - See Sign-in Sheet

## **APPROVAL OF MINUTES**

No February Work Session Meeting Minutes – February Work Session cancelled.

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

1. ADMIN: Procedure for Executive Director's Evaluation
2. ADMIN: Surplus of Port Property (2010) – Adopt Resolution
3. Executive Session to discuss potential litigation and the possible sale, purchase or lease of property the public discussion of which could affect the price. Executive session will last approximately 30 minutes. Action may or may not be taken following the executive session.

## **Issue 1: ADMIN: Commission Work Session & Regular Meetings (2010)**

Patsy Martin reported that the Port currently holds its work session on the second Tuesday of each month and the regular meeting on the third Tuesday of the month. In an effort to create an efficiency of preparing packets and providing more timely information to the Commission, staff suggests changing the order of the two meetings, effective April 1, 2010.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 10-07 which will change the regular commission meeting from the third Tuesday of the month to the second Tuesday of the month and change the work session from the second Tuesday of the month to the third Tuesday of the month.**

## **Issue 2: ADMIN: Website (2010) – Status Update (Oral)**

Carl Molesworth reported to the commission on the new website design project. He reviewed design templates provided by Schell Design. The anticipated launch date of the new site is April 2010. Carl will continue to update the commission as the project moves toward completion.

Discussion.

The commission requested additional photos be added to the site. They are:

- FedEx Airplane
- Dunlap Towing
- Bell Pole

Carl Molesworth will add the requested photos to the project.

## **Issue 3: MARINA: Town of La Conner; Interlocal Agreement; TV Commercial Promoting Tourism (2009) (Oral)**

Patsy Martin reported that the commission approved \$10,000 in the 2010 budget toward a repeat commercial with the Town of La Conner Chamber of Commerce. The 2010 commercial update will be less than the budgeted amount.

The Town of La Conner has also been discussing the need for signs on I-5 at Conway to direct traffic into the Town of La Conner. The Town of La Conner has requested the Port consider contributing \$7,500 toward the cost of the signage to be included in an interlocal agreement between the Port of Skagit and the Town of La Conner for the purpose of promoting tourism.

Discussion.

**COMMISSION ACTION: The commission unanimously approved \$7,500 for signage in addition to \$10,000 for the commercial, which was approved in the 2010 budget, and authorized staff to take necessary steps to complete the intent of this action.**

## **Issue 4: TENANT: BBIP; Novo Farms. LLC; AG Land and Lot 12; Lease Agreement Dated 1/1/2010 – Lease Update (Oral)**

Scott Peterson reported that the lease agreement with Novo Farms allows for a sub-lease agreement. Jensen farms is behind the Novo Farm program and will farm the remaining

land. Novo Farm's incubator farm program will include student lots and a green house in 2010. Long term they may add two (2) sheds, port-o-potty and an office. Novo farms will maintain the ditches and install a gravel road & culvert to give access.

Staff believes this program fits the Port's mission well.

Discussion regarding signage, machinery storage and site maintenance. The commission emphasized that any building placed on the site needs to be movable and the signage needs to fit within the Port signage plan.

**COMMISSION ACTION: The commission unanimously approved Novo Farms install a green house on the Lot 12 site.**

#### **Issue 5: ADMIN: Procedure for Executive Director's Evaluation**

Patsy Martin reported that it is time for the commission to complete the executive director's evaluation. The procedure is to have each commissioner complete the standard evaluation form and provide the completed evaluation to the president of the commission (Kevin Ware). The president will then review the evaluations and discuss in detail with the executive director in executive session at the April 13, 2010 regular meeting. The president will complete a memo summarizing the evaluation which will be placed in a file which is open to the public.

#### **Issue 6: ADMIN: Surplus of Port Property (2010)**

Kristin Garcia reported it is policy of the Port of Skagit to maintain a listing of fixed assets owned by the Port. The Washington State Auditor requires that a physical inventory of fixed assets be taken a least once a year. Port staff has completed a physical inventory and has identified assets that are no longer of use or benefit to the Port.

The Washington State Auditor requires that the Port declare surplus those assets no longer of use or benefit prior to disposal. Staff has prepared a schedule of assets to be declared surplus.

Staff plans to hold an auction in March 2010 to dispose of the assets.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 10-06 which declares as surplus personal property that is of no use or benefit to the Port.**

#### **RECESS REGULAR MEETING**

Regular Meeting recessed at 9:55 a.m.

### EXECUTIVE SESSION

The commission entered into executive session at 10:02 a.m. to discuss potential litigation and the possible sale, purchase or lease of property the public discussion of which could affect the price. Action may or may not be taken following the executive session. Executive session is expected to last 30 minutes.

The executive director stepped out of executive session at 10:32 a.m. to pronounce the executive session would continue approximately another 30 minutes.

The executive session ended at 11:00 a.m.

### RECONVENE REGULAR MEETING

The regular meeting was reconvened at 11:01 a.m.

**COMMISSION ACTION: The commission unanimously approved conceptual drawings for Impressions Worldwide to construct two new buildings on Lot 41 and amend the lease to extend 10 years and add landscaping requirements, split costs of a boundary line adjustment and grant the executive director the authority to sign the boundary line adjustment deeds.**

### ADJOURNMENT

The commission adjourned the work session meeting at 11:03 a.m.

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

### PORT OF SKAGIT COUNTY

*Signature on file*

\_\_\_\_\_  
Commissioner

*Signature on file*

\_\_\_\_\_  
Commissioner

*Signature on file*

\_\_\_\_\_  
Commissioner