



Port of Skagit

Regular meeting of the Port Commission

Tuesday, April 13, 2010 9:00 AM

MINUTES

PRESENT: Commission - Kevin Ware, Jerry Kaufman and Bill Shuler
Staff - Patsy Martin, Paul Mattos, Karmen Hardy, Sara Young and Debbie Hamilton.
Others - See sign in sheet

CALL TO ORDER

Commissioner Kevin Ware called to order the April 13, 2010 regular meeting.

Changes or additions to the agenda as follows:

1. AMIN: Sedro Woolley Chamber of Commerce request of \$5,000 grant; Business Recruitment Packet.
2. ASSOC: Washington Public Ports Association; Commission Seminar (Information Only)
3. The commission will hold an executive session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price and potential litigation and a personnel matter. Action may or may not be taken following the executive session. Executive session is expected to last approximately 30 minutes.

CONSENT AGENDA – Port of Skagit

Public Communications

March 16, 2010 Joint Meeting with the Port of Anacortes Meeting Minutes

COMMISSION ACTION: The commission unanimously approved the consent agenda.

OPEN FORUM

No comment during open forum.

NEW BUSINESS

MARINA: Use Permits; La Conner Chamber of Commerce; La Conner Classic Yacht and Car Show (2010) – Approve Use

Paul Mattos reported that the La Conner Chamber of Commerce has requested the use of the south basin parking lots together with the use of F Dock, at no charge, to stage the 10th Annual Classic Yacht and Car Show on Saturday August 14, 2010. The use of the grass area located to the south and west of the south basin restroom & laundry facility is included in the request.

Marci Plank, Executive Director for the La Conner Chamber of Commerce was present to discuss this request and discuss a sponsorship contribution similar to last year's (\$500.00). The \$500.00 has been included in the 2010 advertising budget and was previously approved by the commission.

Discussion.

COMMISSION ACTION: The commission unanimously approved the use of the South Basin Parking lot and F-Dock, at no charge, to stage the 10th Annual Classic Yacht and Car Show.

ADMIN: Policy Manual; Airline Transportation and Cellular Phones (2010) – Adopt Resolution

Patsy Martin reported that the Port periodically reviews its policies to make sure they are current with the market, consistent with legal requirements and that the policies provide for an efficient workplace.

Staff is proposing changes to the Port's personnel policy to address airline transportation and the specific circumstances when it is appropriate to travel business class. The other change is to add a policy to address reimbursement of internet usage on personal cell phones to conduct port business.

A port survey was conducted and the proposed changes are consistent with other ports. Responses to the survey were obtained from the Ports of Vancouver, Kennewick, Pasco, Sunnyside, Edmonds, Anacortes, and Longview.

Airline Transportation states:

Airline tickets can be purchase directly by the Port. All airline tickets are to be purchased under coach class except under the following conditions noted below.

The Executive Director may authorize an upgrade to business class under the following conditions:

- i. When a flight is over two (2) hours duration.
- ii. When it is essential that the staff member conduct business with a laptop or other equipment and requires additional space to work effectively.
- iii. When for reasons of physical condition or security requirement coach class or equivalent would not accommodate the special condition.

If the above exceptions do not apply, the employee/commissioners may, at their own expense, choose to upgrade to business class and pay the difference.

COMMISSION ACTION: The commission unanimously adopted Resolution No. 10-10 which will amend the Policy Manual governing the Port of Skagit County.

ADMIN: Personnel Policy; Revisions (2010) – Adopt Resolution

Patsy Martin reported that the Port periodically reviews its policies to make sure they are current with the market, consistent with legal requirements and that the policies provide for an efficient workplace.

Staff is proposing changes to the Port’s personnel policy to update the definition of seasonal employees and to add a policy to allow employees to work at home under specific circumstances.

SECTION 3: DEFINITION OF TERMS states:

3.9 Seasonal Employee. An employee whose employment status is expected to last nine (9) months or less from date of hire. Seasonal employees are not entitled to benefits, paid holidays, sick or vacation leave.

SECTION 27: WORKING AT HOME states:

This section applies to regular, full-time, non-exempt employees only.

The executive director or manager may authorize an employee to work at home. Each request will be submitted in writing to a manager and evaluated on a case by case basis. Circumstances qualifying for work at home status should be of an extraordinary

nature such as a prolonged illness of an employee or immediate family member. Ordinary illness or similar conditions do not apply and should not be requested. The employee will be allowed up to four (4) regular hours of pay per day while working at home, the remaining hours, at the employee's discretion, will be charged against accumulated sick, vacation or unpaid leave. At no such time will the employee be allowed to work more than 40 hours per week at home.

COMMISSION ACTION: The commission unanimously adopted Resolution No. 10-11 which will amend the Personnel Policy governing Port of Skagit County employees. This resolution amends Resolution 09-07.

ASSOC: Sedro Woolley Chamber of Commerce Funding Request of \$5,000; Business Recruitment Packet

Patsy Martin reported that the Sedro Woolley Chamber of Commerce (SWCC) has been discussing two (2) funding requests of with Commissioner Bill Shuler:

- 1.) \$5,000 for the development of a business recruitment packet.
- 2.) \$10,000 to conduct a professional feasibility study for the future development of a Northern State Recreation Area Equestrian Center.

The business recruitment packet will include an inventory of industrial land comprising the core business district of Sedro Woolley. The Chamber completed a similar building inventory recently. This information would then be used to reach out to prospective tenants and businesses via the Chamber of Commerce website, personal visits and correspondence. The goal of this project is to recruit more business to Sedro-Woolley and create jobs for the local economy.

Project timeline: April 2010 to April 2011

Deliverables: Databases for commercial and industrial properties in Sedro-Woolley, website monthly updates and twenty (20) business recruitment packets completed and distributed.

It was the consensus of the commission that the funding request for a professional feasibility study for the future development of a Northern State Recreation Area Equestrian Center needs to be reviewed in 2011. The SWCC will need to demonstrate how this project will have direct relationship to economic development when they bring it before the commission in 2011.

COMMISSION ACTION: The commission unanimously authorized a funding request from the Sedro Woolley Chamber of Commerce for a Business Recruitment Packet Project in the amount of \$5,000.

STAFF REPORTS

ADMIN: Audit; Department of Labor & Industries – Update (Oral)

Patsy Martin reported on a recent audit completed by the Department of Labor & Industries. The audit focused primarily on reviewing quarterly tax reports from December 2008 – December 2009 and went very well.

ADMIN: Financial Highlights (2009)

Patsy Martin reported that the Director of Finance is in the process of preparing year end financial statements for 2009 which are required by state law to be submitted to the State Auditor's Office on or before May 31, 2010. The director of finance thought it would be appropriate to provide the commission an overview of the port's finances.

Despite the economic climate over the past year, the port's revenues remain consistent and dropped only 5% between 2008 and 2009, staff feels this is a huge success and was obtainable through the various programs the port implemented to attract and retain our customers.

In response to the economic downturn in 4th quarter 2008, the port took a proactive approach in early 2009 and significantly reduced operating expenses. To-date the Port is experiencing slow growth and stable revenues.

ADMIN: EDASC; Schmooze Fair; Vanzyverden's Warehouse – April 15, 2010 (Oral)

Debbie Hamilton reported that the annual EDASC Schmooze Fair is scheduled for Thursday, April 15, 2010. The evening begins at 4:00 p.m. and runs to 8:30 p.m. The commissioners are welcome to attend and work at the Port booth if they so desire or come and enjoy the event.

ADMIN: Surplus; Port Assets (2010); Auction Update (Oral)

Patsy Martin reported on the outcome of both Port asset auctions which were held March 25 and April 5, 2010. Total proceeds from the auctions were approximately \$3,200.00.

ADMIN: Tenant Employment Census; First Quarter Report (2010)

Patsy Martin reported that staff completed the first quarter Tenant Employment Census. The Port's overall decrease is 9.5 employees. Port wide employment is up 1.2% from 807 to 817 for full time employees, and part time employees decreased 26% from 148 to 109.

Discussion.

AIRPORT: Runway 10/28 Rehabilitation Project (2008); 5-Year CIP Overview

Sara Young reported that the Port submitted an updated 5-year Capital Improvement Plan (CIP) to the FAA and WSDOT Aviation Division on February 1, 2010. The purpose of the CIP update is to provide our primary funding agencies with a current assessment of projects and projected funding needs in the next five years.

YEAR	PROJECT SUMMARY	ESTIMATED COST
2011	R/W 10-28 Crown Conversion	\$12,930,000
2012	Pavement Maintenance	\$2,525,000
2013	Pavement Maintenance Master plan update	\$1,535,000
2014	Obstruction removal Environmental Review	\$325,000
2015	Runway Extension Safety Area Grading	\$7,785,000

(Actual schedule depends on annual operations and FAA funding availability)

Discussion.

AIRPORT: Disadvantaged Business Enterprise (DBE) (2010) – Update (Oral)

Patsy Martin reported that staff updated the Disadvantaged Business Enterprise (DBE) goals for the current Airport Runway 10/28 project. The Port has a current DBE program which outlines the use of contractors that fall under women owned business and minority owned business categories. The Port’s DBE goal for the Airport Runway 10/28 project is 3.4%.

MARINA: Forklift Naming (2010) – (Oral)

Carl Molesworth reported that staff is considering the possibility of a contest, involving elementary age students, in the La Conner School District to name the new forklift at the La Conner Marina. Carl spoke with the Superintendent at La Conner schools and will be working with him to finalize details for the contest. A contest of this nature would provide an

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opportunity to involve local children as well as demonstrate the Port's commitment to increasing revenues by investing in the forklift for the La Conner Marina.

MARINA: Occupancy Report; March 2010

Paul Mattos was present and reported that the marina occupancy is stable and revenues are improving. The La Conner Marina continues to have new boating customers on a regular basis.

ASSOC: Washington Public Ports Association; Commission Seminar (Information Only)

The commission discussed who might attend the upcoming Washington Public Ports Association (WPPA) Commission Seminar in July 25-27, 2010 in Leavenworth, WA. Both Jerry Kaufman and Bill Shuler plan to attend. Debbie Hamilton will secure registration and lodging for the meeting.

GOOD OF THE ORDER

No comment.

RECESS

The commission took a short recess 10:18 a.m.

EXECUTIVE SESSION

The commission entered into executive session at 10:25 a.m. The session is expected to last approximately 30 minutes. The purpose of the executive session is to:

- 1.) Discuss the possible sale, purchase or lease of property the public discussion of which could affect the price and potential litigation and
- 2.) A personnel matter.

Action may or may not be taken following the executive session.

The executive session ended at 10:35 a.m.

COMMISSION ACTION: The commission unanimously voted to not execute the option agreement for the Van Pelt property.

The commission resumed the Executive Session at 10:37 a.m. to evaluate the performance of a public employee (executive director).

The commission president exited the room at 11:05 a.m. to tell the public they would be in executive session for another 20 minutes until 11:25 a.m.

The executive session ended at 11:26 a.m.

ADJOURNMENT

Commissioner Ware called for a motion to adjourn.

ADJOURNMENT

The commission adjourned the regular meeting at 11:27 a.m.

ADOPTED IN OPEN SESSION this 11th day of May, 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