



Port of Skagit

Regular meeting of the Port Commission

Tuesday, May 10, 2011 9:00 AM

MINUTES

PRESENT: Commission - Jerry Kaufman, Kevin Ware and Bill Shuler
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Karmen Hardy, Heather Moses, Paul Mattos, and Debbie Hamilton.
Others - See Sign in Sheet

CALL TO ORDER

Commissioner Kaufman called to order the May 10, 2011 regular meeting.

Confirm or Amend Agenda

Port of Anacortes (POA) Ribbon Cutting Invitation and POA/EDASC Waterfront Festival, Friday, May 20, 2011.

CONSENT AGENDA – Port of Skagit

Public Communications
April 12, 2011 Regular Meeting Minutes
Fiscal Report

OPEN FORUM

Commissioner Kaufman opened the floor for public comment. With no public comment, the floor was closed.

NEW BUSINESS

TENANT: Bayview Business Park; Novo Farms, LLC; Lease dated January 1, 2010 – Approve Tenant Improvements

Scott Peterson reported Viva farms has been working to implement construction requirements of the proposed site plan with completion of a greenhouse, walk-in cooler, and now the first phase of a vegetable and fruit stand.

Viva Farms is requesting approval of a conceptual image of the 190 square foot stand to be built in the coming weeks. This stand will be replaced with a larger stand currently estimated to be 2,000 square feet in the next year or so.

Scott introduced Sarita Role Shaffer who was present to provide a presentation and information of the conceptual image of the stand.

COMMISSION ACTION: The commission unanimously approved tenant improvements on agricultural land on Lot 12, Higgins Airport Way.

STAFF REPORTS

ADMIN: Cash Flow/Budget to Actual Report; 1st Quarter 2011 - Update

Kristin Garcia reported that she will provide a monthly Budget to Actual report which reflects revenue and expenditures against the current budget. She gave a report of the first quarter ending March 31, 2011.

ADMIN: Tenant Employment Census; First Quarter Report (2011) – Review Report

Patsy Martin reported on the first quarter Tenant Employment Census. The Port's overall increase is 53 employees. Port wide employment is up 3.06% from 817 to 842 for full time employees, and part time employees increased 51.38% from 109 to 165.

AIRPORT: Briefs (2011-Current) – Status Update

Sara Young provided Skagit Regional Airport Briefs, dated May 2011 which included information on the following:

- Runway 10-28 Rehabilitation Project
- Taxiway F Cleanup Project
- 2011 Airport Educational Event
- Airport Rules and Regulations (now available online)
- Fly Neighborly Program (now available online)

MARINA: Occupancy Report April 2011 – Update

Paul Mattos reported that occupancy was up 11 boats during the month of April.

NEW BUSINESS

MARINA: Dry Boat Storage Facility; Condition of Storage Facility 2011 – Approve Discontinued Use

Scott Peterson reported the covered dry boat storage facility has been inspected by port staff and has found it to be deteriorating.

Staff expects to receive several quotes by May 17, 2011, for the purchase and installation of a new boat storage facility to be part of the upcoming budget work plan. Staff is looking at two options; the purchase and installation of a new system or the purchase only of a new system with installation by port staff.

Staff is able to accommodate all boats currently stored in this facility within the dry boat area.

COMMISSION ACTION: The commission unanimously approved staff's request to discontinue the use of the covered boat storage facility due to deterioration of the facility based on the following terms:

- Staff to check with Skagit Steel on cost estimates for dismantling and recycling of the deteriorated poles
- Move boats off the racks
- Prioritize a clean-up plan or go out to bid for cost estimates
- Offer boaters an option for their inconvenience
- Staff to return to commission with future options

STAFF REPORTS

ASSOC: Port of Anacortes Ribbon Cutting and EDASC/POA Waterfront Festival

Patsy Martin reported that she will be attending the Port of Anacortes ribbon cutting ceremony to signify the completion of the former Scott Paper Mill Site environmental clean-up project and the reopening of the Seafarers' Memorial Park Friday, May 20th at 11:30 a.m. and requested to know which commissioners plan to attend.

NEW BUSINESS

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ADMIN: Authority for Director of Finance to Establish a Project Retainage Fund – Adopt Resolution

Kristin Garcia reported that on September 29, 2010, the port awarded a public work construction contract to Interwest Construction for the Runway 10-28 Overlay Project. Per RCW 60.25.011, retainage is to be withheld on public work contracts until applicable lien releases have been received by the port.

Interwest Construction elected to have the port hold retainage in an interest bearing fund until such time the retainage can be released. The port does not currently have a fund into which it can deposit said retainage, therefore a new fund will need to be created. Prior to the establishment of any new port funds, RCW 53.36.050 requires authorization by commission resolution.

COMMISSION ACTION: The commission unanimously adopted Resolution 11-11 authorizing the director of finance to establish a project, interest bearing, retainage fund.

ADMIN: Personnel Policy; Revisions (2011) – Adopt Resolution

Kristin Garcia reported in November 1998 the port adopted a personnel policy handbook. The policy was updated in January and October 2001, March 2009, April 13, 2010 and February 8, 2011. 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.

The proposed changes to the ports personnel policy are to include a provision to allow exempt employees additional paid leave as compensation for the hours worked above and beyond the normal work week. Eighty (80) hours will be given per year for working five (5) days per week, sixty-four (64) hours will be given per year for working four (4) days per week. No leave will be given for working less than three (3) days per week and balances may not carry over year to year nor be cashed out if unused. Policy changes will be effective May 1, 2011 and leave time will be prorated for the remainder of 2011.

Discussion

COMMISSION ACTION: Tabled action for further study and review.

PUB AGEN: Fire District 6; Interlocal Cooperation Agreement; Fire Station Construction & Fire Protection Services (2003)

Patsy Martin reported that the Port of Skagit entered into an Interlocal Cooperation Agreement with Skagit County Fire Protection District 6 on December 17, 2002 in anticipation of the construction of a fire station and to provide fire protection services at an urban level of service. That station is now constructed and Fire District 6 is providing that urban level of service.

Fire District 6 has asked to simplify the agreement by removing references to the construction of the fire station. They also asked to change the urban level of service definition to an ISO rating of "5" or better which is appropriate per the county-wide planning policy. Further, Fire District 6 has asked that the agreement become a perpetual agreement with a one-year notice of cancellation.

COMMISSION ACTION: The commission approved an amended Interlocal Cooperation Agreement with Fire District 6 which will simplify the agreement but retain the payment provision, adjust the urban level of service provision to an ISO of 5 and make the agreement perpetual but allow for a one-year termination by either entity.

PUB AGEN: Skagit County Interlocal Agreement for GIS Services (2011) Approve Agreement

Sara Young reported that the port entered into an interlocal agreement with Skagit County in 2006 to provide GIS services on a work order basis. The agreement proved to be a successful partnership to provide mapping and graphic services to the port. The original agreement is now expired and must be updated.

COMMISSION ACTION: The commission unanimously approved an interlocal agreement with Skagit County to provide GIS services to the port.

TENANT: From the Farm Treats, LLC – Approve Signage

Scott Peterson reported that Tami Sakuma and Susan Berentson, owners of From the Farm Treats, LLC are requesting approval of a new business sign for the exterior of the building located at 15613 Peterson Road, Unit B.

COMMISSION ACTION: The commission unanimously approved new signage for From the Farm Treats, LLC to be placed on the building located at 15613 Peterson Road, Unit B.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into executive session at 10:40 a.m. The session is expected to last approximately 30 minutes. The purpose of the executive session is to review the performance of a Public Employee (RCW 42.30.110). Action may or may not be taken following the executive session.

The commission exited the executive session at 11:10 a.m.

ADJOURNMENT

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

ADOPTED IN OPEN SESSION this 14th day of June, 2011 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner