



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, May 12, 2015 – 3:00 PM

MINUTES

PRESENT: Commission - Bill Shuler, Steve Omdal and Kevin Ware
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth,
Kody Skvaril and Debbie Hamilton
Others - Brad Furlong and Walt Meagher. See sign in sheet for others present.

CALL TO ORDER

Bill Shuler called to order the May 12, 2015 regular meeting of the port commission.

Changes or additions to the agenda as follows:

1. ADMIN: Northern State Appraisal (2015) – Approve Appraisal
2. MARINA: Consulting Services Contract Agreement; PND Engineering Support Services (2015) – Approve Contract

CONSENT AGENDA

Public Communications

April 6, 2015 Special Meeting Minutes

April 14, 2015 Regular Meeting Minutes

April 20, 2015 Special Meeting Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending March 31, 2015

MARINA: Monthly Occupancy Report; Month Ending April 30, 2015

PUB AGEN: Skagit County Interlocal Agreement; Department of Commerce Grant Funds for Northern State Planning (2015) – Accept Agreement

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the May 12, 2015 consent agenda.

OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: EDASC Schmooze Fair; April 16, 2015 – Event Report (Oral)

Debbie Hamilton reported that the port's participation in the Schmooze Fair went well. Staff manned the port booth and each of the commissioners attended. EDASC reports attendance numbers were high.

ADMIN: Northern State EIS Scoping Public Meeting – May 6, 2015 – Meeting Report (Oral)

Heather Haslip reported on the May 6, 2015 Northern State EIS Scoping Public Meeting.

EXECUTIVE SESSION

The commission entered into executive session at 9:30 a.m. to discuss the possible sale, lease or purchase of property the public discussion of which could affect the price. The session will last approximately 30 minutes.

The commission exited the executive session at 10:32 a.m.

COMMISSION ACTION: Commissioner Steve Omdal moved to approve an appraisal of the Northern State Campus in an amount not to exceed \$25,000. Murray Brackett of Valbridge Property Advisors was appointed to complete the appraisal. Commissioner Kevin Ware seconded. Motion carried unanimously.

The commission reconvened the regular meeting at 10:34 a.m.

NEW BUSINESS

ADMIN: Interim Auditor (2015) – Appoint Interim Auditor

Patsy Martin reported that port auditor, Kristin Garcia resigned her position and is taking a position elsewhere beginning June 1, 2015. Until a new auditor is hired it is necessary to appoint an interim auditor to perform fiscal duties and to carry out the day-to-day operations of the Port of Skagit. Patsy Martin would like to appoint Scott Peterson, Director of Business Development and Real Estate as the interim auditor.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved to appoint Scott Peterson as interim auditor to perform fiscal duties until the hiring of a new auditor. Commissioner Steve Omdal seconded. Motion carried unanimously.

ADMIN: Personnel Policy; Restated & Revised (1998-Current) – Adopt Resolution

Kristin Garcia reported that staff is recommending updating the port's clothing policy in order to be more cost effective and less complex for implementation purposes. Staff presented possible changes to Section 21: Clothing of the Personnel Policy; Restated & Revised.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved the commission adopt Resolution No. 15-07 which will amend the port's personnel policy effective May 12, 2015. Commissioner Omdal seconded. Motion carried unanimously.

MARINA: Consulting Services Contract Agreement; PND Engineering Support Services (2015) – Approve Contract

Sara Young reported that there is a necessity for engineering support services to provide inspection/design work at the La Conner Marina. Therefore staff would like to enter into a Consultant Contract Agreement with PND Engineers, Inc.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve a consultant services contract with PND Engineers, Inc. in an amount not to exceed \$75,000, to provide inspection/design work at the La Conner Marina. Commissioner Steve Omdal seconded. Motion carried unanimously.


GOOD OF THE ORDER

ADJOURNMENT

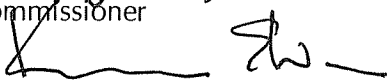
The regular commission meeting ended at 10:44 a.m.

ADOPTED IN OPEN SESSION this 9th day of June, 2015 and duly authenticated by the signatures affixed hereto.

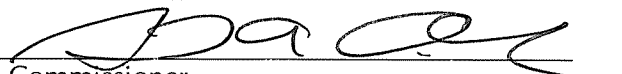
PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner

Port of Skagit
Commissioner Regular Meeting and Strategic Planning
Chuckanut Manor
Date: May 12, 2015, 9:00 AM

Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?	
No public in attendance			Y/N	
			Y/N	
			Y/N	
			Y/N	
			Y/N	
			Y/N	
			Y/N	
			Y/N	
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