



# Port of Skagit

Regular Meeting of the Port Commission  
Tuesday, May 20, 2014 – 3:00 PM

## MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Karmen Hardy, Heather Haslip, Brady Rowe and Debbie Hamilton

Others - Walt Meagher and legal counsel Brad Furlong. See sign in sheet for others present.

## CALL TO ORDER

Steve Omdal called to order the May 20, 2014 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

### STAFF REPORTS

AIRPORT: Civil Air Patrol (2014) – PowerPoint Presentation

## CONSENT AGENDA

Public Communications

April 22, 2014 Regular Meeting Minutes

April 30, 2014 Special Meeting Minutes (following IDC Special Meeting)

April 30, 2014 Special Meeting (2) Minutes

Fiscal Report

ADMIN: Cash Flow/Budget to Actual Report; Ending March 31, 2014

ADMIN: 2013 Financial Statements

ADMIN: Marina Occupancy Report; Month Ending April 30, 2014

ADMIN: Executive Director Performance Evaluation (2014)

ASSOC: NARF 1<sup>st</sup> Quarter Billings (2014)

The commission reviewed the consent agenda items.

**COMMISSION ACTION: The commission unanimously approved the May 20, 2014 consent agenda.**

## OPEN FORUM

Commissioner Omdal opened the floor for public comment.

Hearing none, the floor was closed.

### **STAFF REPORTS**

#### **TENANT: Airport; Civil Air Patrol; Lease dated 10/21/97**

Patsy Martin introduced the Civil Air Patrol who was present to provide a PowerPoint presentation and thank the port for continued support of their organization. The presentation demonstrated what the local unit provides in training and services to the State of Washington and the greater Skagit Valley area.

#### **New Staff Introduction**

Sara Young introduced new staff member Brady Rowe. Brady has been newly hired as a facilities project administrator.

#### **ASSOC: Fire District 6 Annual Report (2014) – Report by Josh Carpenter**

Patsy Martin introduced Josh Carpenter, Fire Chief for Fire District 6, who was present to provide an annual report to the port commission.

He stated that the Washington State Rating Bureau is evaluating the Fire District 6 department to provide a Fire Suppression Rating. Josh will pass along the rating to port staff.

He reported that the response time to Skagit Regional Airport is less than three minutes.

#### **MARINA: Use Permits, La Conner Yacht Sales, and Public Yard Sale (2014)**

Patsy Martin introduced Art Kaplan who was present to discuss the La Conner Yacht Sales and Public Yard Sale. This event is schedule to be held June 14 & 15. They have requested the use of the South Basin pay parking lot, the grassy area located to the South and West of the South basin laundry room, and F dock to conduct their annual Boat Show and Public Yard Sale at the La Conner Marina. All proceeds will be dedicated to Skagit Bay Search and Rescue.

#### **ADMIN: Service Award; Andrew Kirk – 25 Years**

Patsy Martin introduced Andrew Kirk, Facilities Supervisor. He was hired on April 10, 1989 and he has earned a twenty-five (25) year service award.

#### **ADMIN: Northern State Adaptive Reuse Study (2013) – Status Update (Oral)**

Patsy Martin introduced Mark Estvold who provided a status update to the commission on the Northern State Adaptive Reuse Study. He reported that there will be a community meeting to be held on June 5, 2013 from 5:00 to 7:00 p.m.

There will be another community meeting in September of 2014.

#### **ADMIN: Tenant Employment Census; First Quarter Report (2014) – Review Report**

Scott Peterson reported that employment trend is on the rise and overall, port-wide employment is up 6.4%. The number of full time employees is up approximately 200 since the same time last year.

#### **ASSOC: SCOG Agreement (2014) – Status Update**

Patsy Martin reviewed and discussed a Revised SCOG Agreement and Bylaws with the commission. Bill Shuler will be in attendance at the May 21, 2014 SCOG/RTPO meeting.

Discussion only, no action taken.

#### **ASSOC: WPPA 2014 Spring Meeting (May 14-16, 2014) – Event Report (Oral)**

Patsy Martin reported attending the WPPA 2014 Spring Meeting. She presented a Port of Skagit status report during the spring meeting.

#### **MARINA: North Basin Tree Removal Project Update (2014) – Status Update**

Heather Haslip reported that staff was directed to initiate the process of removing 34 trees that line the east bank of the North Basin, due to tree root growth damaging the sidewalk and road and debris from the trees falling onto moored boats. Removal of these trees requires a permit from the Town of La Conner. A condition of this permit is that trees removed must be replaced.

Staff will now begin to develop a plan for tree replacement. Staff envisions the plan will include planting of replacement trees as part of new landscaping on the east bank of the North Basin. Staff also anticipates that most of the required 337 replacement trees may be planted on Port property, but given the limited amount of open space and the industrial nature of the Marina area, it is possible there will be some fee in lieu of replacement be paid to the Town.

Discussion.

Staff will continue to work on the project and come back to the commission with a plan.

**PUB AGEN: Washington State Department of Enterprise Services; Interagency Agreement for Energy/Utility Conservations services (2013-Current) – Status Update (Oral)**

Heather Haslip reported to the commission that staff is currently working on a grant application for a possible 2015 solar panel project through the Washington State Department of Enterprise Services.

Discussion.

**NEW BUSINESS**

**ADMIN: Fiber Optics Management Policy (2014) – Adopt Resolution**

Patsy Martin reported that the Port of Skagit currently licenses seven Internet Service Providers to offer internet connectivity on the port's fiber system. These ISPs have signed up 30 commercial customers on or adjoining port property. Five municipal entities also utilize the fiber.

With the growth of the fiber optics system, it has become increasingly obvious to port staff that a management policy is needed to guide the administration of the system.

Staff has been working on and is ready to implement a Fiber Optics Management Policy. This policy will help to ensure that the system is managed effectively to maintain high quality service for its current clients, sufficient capacity to serve future clients and a level playing field for the licensed ISPs.

**COMMISSION ACTION: Commissioner Ware moved that the commission approve Resolution 14-10 which will adopt the Port of Skagit Fiber Optics Management Policy. Commissioner Shuler seconded. Motion carried unanimously.**

**ADMIN: Strategic Planning (2014) Approve Summary**

Patsy Martin reported that the commission and staff met on April 22 and 29, 2014 in Strategic Planning sessions to plan for 2014/2015. Specific target areas include, but are not limited to Community Outreach, Placemaking and Long-Term Plan of Finance. The commission and staff reviewed the summary coming out of the two Strategic Planning sessions.

**COMMISSION ACTION: The commission unanimously approved the 2014 Strategic Planning Retreat Summary.**

**GOOD OF THE ORDER**

The regular commission meeting ended at 4:13 p.m.

Break 4:14 p.m.

**EXECUTIVE SESSION**

The commission entered into an executive session at 4:20 p.m. The session is expected to last approximately 45 minutes to discuss potential litigation and the possible purchase, sale or lease of property the public discussion of which could affect the price

The executive session ended at 5:05 p.m.

**RESUME MEETING**

The commission resumed the meeting at 5:06 p.m.

The regular commission meeting ended at 5:07 p.m.

**ADJOURNMENT**

ADOPTED IN OPEN SESSION this 10<sup>th</sup> day of June, 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