



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, July 12, 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, Bob Nord, Nancy Gardener, Paul Mattos, and Debbie Hamilton.
Others - See Sign in Sheet

CALL TO ORDER

Commissioner Kaufman called to order the July 12, 2011 regular meeting.

Confirm or Amend Agenda

Old Business

1. ADMIN: Personnel Policy (2011) – Approve Revision
2. Executive Session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. The session is expected to last approximately 20 minutes. Action may or may not be taken following the executive session.

CONSENT AGENDA – Port of Skagit

Public Communications
June 14, 2011 Regular Meeting Minutes
Fiscal Report

OPEN FORUM

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

STAFF REPORTS

ADMIN: Cash Flow/Budget to Actual Report; Ending May 31, 2011 - Update

Kristin Garcia reported on the Budget to Actual report ending May 31, 2011.

ADMIN: Service Award; Employees (2003-Curent) Karmen Hardy – 10 Years

The commission moved the service award for Karmen Hardy to the July 19, 2011 work session as she was unable to attend today's meeting.

ADMIN: Service Award, Employees (2003-Current) Kristin Garcia – 5 Years

The employee Service Award program was created to reward employees for years of service to the Port of Skagit. Kristin Garcia was hired on July 17, 2006. She has earned a five (5) year service award.

COMM: Board Self-Evaluation 2011 – Results

Patsy Martin reported on the results and overall conclusions of the Board Self-Evaluation 2011.

MARINA: Occupancy Report; June 2011 - Results

Paul Mattos reported on the Marina Occupancy Report month ending June 30, 2011.

Discussion

OLD BUSINESS

ADMIN: Personnel Policy (2011) – Adopt Resolution

Kristin Garcia reported that during the May 10, 2011 commission meeting a resolution was presented to the commission requesting an amendment to the personnel policy to clarify the existing practice of exchange leave. The commission directed staff to revise the policy to make it more clear and concise. Staff revised the policy document and presented the commission with a new resolution.

COMMISSION ACTION: The commission unanimously adopted Resolution 11-13 amending the ports personnel policy effective July 1, 2011 regarding executive leave.

NEW BUSINESS

ADMIN: Lease Policy; Establish a New Lease Policy (2010) – Adopt Resolution

Patsy Martin reported that staff has been working on updating the port's leasing policy. The new policy lays out the general intention of the commission to allow more flexibility for incentives for leases that produce greater economic benefit for the Skagit Valley as compared to leases that do not.

Discussion.

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COMMISSION ACTION: The commission unanimously adopted Resolution 11-14 which adopts an updated leasing policy for Port of Skagit properties and supersedes all preceding resolutions pertaining to leasing of port properties.

ADMIN: Matsushige, Japan, City of Mount Vernon, Sister City/Port Agreement (2011) – Approve Agreement

Patsy Martin reported that at the January 19, 2010 regular meeting the commission discussed partnering with the City of Mount Vernon to have a Sister City relationship with Matsushige, Japan. The City and Port entered into an interlocal cooperation agreement on July 29, 2010 wherein the specifics of the joint partnership were reflected.

On June 16, 2011, a Matsushige delegation met and toured with the City and Port and discussed the mutual benefit for their communities by exploring educational, economic and cultural opportunities. An Interlocal Agreement desirous of establishing a formal “Sister Cities” relationship among the Town of Matsushige, Japan, the City of Mount Vernon and the Port of Skagit has been prepared.

COMMISSION ACTION: The commission unanimously approved a Sister City/Port Agreement among Town of Matsushige, Japan, City of Mount Vernon and Port of Skagit County.

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

Patsy Martin reported that the commission approved an amended Interlocal Cooperation Agreement with Skagit County Fire Protection District No. 6 on May 10, 2011.

COMMISSION ACTION: The commission unanimously executed the Interlocal Cooperation Agreement between the Port of Skagit County and Skagit County Fire Protection District No. 6 concerning fire protection services.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into executive session at 10:20 a.m. The session is expected to last approximately 30 minutes. The purpose of the executive session is to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price and potential litigation. Action may or may not be taken following the executive session.

The commission exited the executive session at 10:50 a.m. No action taken.

ADJOURNMENT

The commission adjourned the regular meeting at 10:51 a.m.

ADOPTED IN OPEN SESSION this 9th day of August, 2011 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner