



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, July 9, 2013 - 3:00 PM

MINUTES

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

Staff - Scott Peterson, Sara Young, Kristin Garcia, Carl Molesworth, Heather Haslip, Chris Carlile, Bob Nord, Bruce Klein, Debbie Hamilton, and legal counsel Brad Furlong.

Others - See Sign-In Sheet

CALL TO ORDER

Kevin Ware called to order the July 9, 2013 regular meeting of the port commission.

Changes or additions to the agenda as follows:

- 1.) ADMIN: Marina Change Fund Increase (2013) – Adopt Resolution
- 2.) MARINA: Classic Boat & Car Show (2013) – Approve Use
- 3.) REMOVE: ASSOC: WSU Regional Director, Brandon Roozen (2013)

CONSENT AGENDA

Public Communications
June 11, 2013 Regular Meeting Minutes
Fiscal Report

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the July 9, 2013 consent agenda.

OPEN FORUM

Commissioner Ware opened the floor for public comment.

Hearing none, the floor was closed.

GUEST INTRODUCTION

AIRPORT: Heritage Flight Museum; Kate Simmons (2013)

Kate Simmons was present to report on the upcoming Heritage Flight Museum Props & Ponies Show to be held on August 16 & 17, 2013. She invited the commission to join the wine tasting gala on August 16. The doors will be open to the public Saturday, August 17, 2013 from 10 am to 4 pm.

The Heritage Flight Museum expects 1,000 in attendance during the event.

ASSOC: SCOG Executive Director, Kevin Murphy (2013)

Kevin Murphy is the new executive director for the Skagit Council of Governments (SCOG) and was present to provide a PowerPoint which outlined the SCOG organization structure and purpose.

Discussion regarding the Revolving Loan Fund (RLF)

STAFF REPORTS

ADMIN: Cash Flow/Budget to Actual Report; Ending May 31, 2013

Kristin Garcia reported on the Budget to Actual report ending May 31, 2013.

ADMIN: Economic Opportunity Growth (2013); Status Update

Patsy Martin reported that the Economic Opportunity Growth Team meets weekly to implement the Port's Economic Opportunity Growth Plan. The plan includes the following elements:

- Business Development
- Site and Infrastructure Development
- Facility Maintenance and Upgrades
- Community Business Readiness

Scott Peterson, Sara Young and Kristin Garcia provided a status update to the commission on each of the key elements.

ADMIN: Economic Opportunity Growth (2013); Innovation Partnership Zone (IPZ) – Status Update

Heather Haslip provided a status update on the Memorandum of Understanding regarding an Innovation Partnership Zone (IPZ). She reported the application is due July 15, 2013.

MARINA: Occupancy Report; Month Ending June (2013)

Chris Carlile reported on the monthly occupancy for June 2013.

Discussion.

ADMIN: Services Awards; Employees (2003-Current); Bruce Klein 5-Year Award

Scott Peterson reported that the employee service award program was created to reward employees for years of service to the Port of Skagit. Bruce Klein was hired on June 24, 2008. He has earned a five (5) year service award.

AIRPORT: Airport Operations Study Report, May Results (2013)

Sara Young reported on the airport operations study results for the month of May.

ASSOC: PNWA 2013 Mid-Year Meeting. La Conner, WA (Oral)

Commissioners Bill Shuler and Kevin Ware reported on attending the PNWA Mid-Year Meeting.

NEW BUSINESS

MARINA: Use Permits; La Conner Chamber of Commerce; Classic Boat and Car Show (2013)

Carl Molesworth reported the La Conner Chamber of Commerce will hold the annual Classic Boat and Car Show on August 10, 2013. The chamber requests the use of the La Conner Marina F Dock and South Basin parking lot.

COMMISSION ACTION: Commissioner Shuler moved to approve the use of the La Conner Marina F Dock and South Basin parking lot for the La Conner Classic Boat and Car Show. Commissioner Omdal seconded. Motion carried unanimously.

ADMIN: Marina Change Fund Increase (2013)

Kristin Garcia reported the port currently holds petty cash and change funds at the airport, administration office and the marina.

Port staff is working to strengthen internal controls over the cash receipting process at the marina office, therefore, it is appropriate to require those individuals performing receipting functions, to operate and

have control of their own cash drawer. The marina office needs to establish additional cash drawers which will require an increase in the authorized change fund amount.

Staff recommended re-assigning the marina petty cash fund to the marina change fund and increase the overall marina change fund from \$500 to \$700.

COMMISSION ACTION: Commissioner Shuler moved to authorize Resolution No. 13-06 which authorizes an increase of the marina change fund from \$500 to \$700. Commissioner Omdal seconded. Motion carried unanimously.

BBP: Building Paint Project; 11777 and 11781 Watertank Road (2013) – Approve Colors

Scott Peterson reported the commission approved building color schemes for Bayview Business Park, Skagit Regional Airport and the La Conner Marina in 2009. Staff is proceeding with the painting of 11777 and 11781 Watertank Road paint project and recommends using the same colors approved in 2009, but give each building a distinct look.

Staff provided visuals and approved color swatches.

COMMISSION ACTION: Commissioner Shuler moved to approve the building color scheme for BBP building paint project at 11777 and 11781 Watertank Road. Commissioner Omdal seconded. Motion carried.

MARINA: South Basin Dock Paint Project (2013) – Approve Colors

Scott Peterson reported the commission approved building color schemes for Bayview Business Park, Skagit Regional Airport and the La Conner Marina in 2009. Staff is proceeding with the South Basin Dock paint project and recommends using the approved color scheme which was used for the new industrial building located on the peninsula, north of the South Basin.

Staff provided visuals and approved color swatches.

COMMISSION ACTION: Commissioner Shuler moved to approve the building color scheme for the South Basin Dock paint project. Commissioner Omdal seconded. Motion carried.

GOOD OF THE ORDER

BREAK 4:45 p.m.

END OF BREAK 4:49 PM.

EXECUTIVE SESSION

The commission entered into executive session at 4:50 p.m. The session is expected to last approximately 30 minutes to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. There may or may not be commission action.

The executive session ended at 5:30 p.m.

ADJOURNMENT

ADOPTED IN OPEN SESSION this 13th day of August, 2013 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner