



Port of Skagit

Regular Meeting of the Port Commission
Tuesday, August 11, 2015 – 3:00 PM

MINUTES

PRESENT: Commission - Bill Shuler, Steve Omdal and Kevin Ware
Staff - Patsy Martin, Sara Young, Heather Haslip, Karmen Hardy, Alan Holtzheimer, Sadie Shope, Andrew Entrikin and Debbie Hamilton
Others - Brad Furlong and Walt Meagher

CALL TO ORDER

Bill Shuler called to order the August 11, 2015 regular meeting of the port commission.

Changes or additions to the agenda as follows:

CONSENT AGENDA

1. ADMIN: Marina Maintenance Truck Purchase (2015) – Approve Purchase

NEW BUSINESS

1. MARINA: Rules and Regulations; La Conner Marina RV Resort (2015) – Adopt Resolution
2. MARINA: La Conner Marina Schedule of Charges (2015) – Adopt Resolution
3. PUB AGEN: Northern State; Interlocal Agreement – Skagit County (2015) – Approve Agreement

EXECUTIVE SESSION – to discuss potential litigation and collective action process.

CONSENT AGENDA

Public Communications

July 14, 2015 Regular Meeting Minutes

July 17, 2015 Special Meeting Minutes

July 21, 2015 Special Meeting Minutes

Fiscal Report

MARINA: Monthly Occupancy Report; Month Ending July 31, 2015

ADMIN: Marina Maintenance Truck Purchase (2015) – Purchase Truck

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the August 11, 2015 consent agenda.

OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: EDASC; Don Wick Retirement Presentation – Award Presentation (Oral)

Patsy Martin presented Don Wick with an award of appreciation for his many years of service to EDASC, Port of Skagit and the greater Skagit Valley. The commission congratulated him on his recent retirement.

ADMIN: Girl Scout Silver Award Project; Loaning Library (2015) – Presentation

Patsy Martin introduced Abbey Moroney, a Girl Scout who is working towards her Silver Award. Her Silver Award project is the installation of a Lending Library and her proposal is to place it on Port trails. The purpose is to enable those constituents who do not live in the city limits to have the ability to check out books. Abbey provided a PowerPoint presentation to the commission. She requested a 6 month trial and reviewed placement options.

COMMISSION ACTION: Commissioner Steve Omdal moved that the commission approve placement of the Lending Library on port property at a location to be determined by staff. Commissioner Kevin Ware seconded. Motion carried unanimously.

ADMIN: Northern State (2015) – Status Update (Oral)

Patsy Martin reported provided a status update on the Northern State project. Staff members from the Washington State office of financial management and office of enterprise services were present. Washington State is going to research grant opportunities. Staff reported there will be a combined Special Meeting with Skagit County, the City of Sedro Woolley and Port of Skagit in September 2015 to discuss the transition of the Northern State property to local control.

AIRPORT: Community Aviation Day – 8/22/15 – Status Update (Oral)

Sara Young reported that a Community Aviation Day will be held on August 22, 2015. Port staff is working with Skagit Airport Support Association and Heritage Flight Museum and creating this

event around the arrival of the Commemorative Airforce B-17 Aircraft. This is a free event to the public.

MARINA: Marina Masterplan Update (2016) – Status Update

Sara Young reported that staff is working on completing an update of the La Conner Marina Master Plan prior to March 2016. Staff would like to begin the master plan process by having the Commission adopt a new vision for the marina. The current vision is overly broad and has not helped with strategic decision making around projects or business planning. Staff will begin work around the vision and bring it back to the commission. Once there is a clear vision for the marina staff will provide opportunity to the public to provide input on the master plan update.

MARINA: North and South Basin Maintenance Dredging (2015) – Status Update (Oral)

Patsy Martin reported that the Port of Skagit has been the lead in securing funding in Washington D.C. for the dredging of the Swinomish Channel. She reported that the port needs to move forward to assure the dredging of sedimentation in the North and South basins.

Heather Haslip reported that staff is currently waiting on permits and anticipates the dredge construction to begin in 2016 with a possible bid in January and construction in July.

Discussion and questions.

PUB AGEN: Skagit County; Stormwater Ordinance Update (2015) – Status Update (Oral)

Patsy Martin reported that Skagit County is updating their stormwater ordinance. Skagit County believes they cannot legally grandfather stormwater cells on port property into the update. The stormwater cells were completed based on 1992 plan ordinances. If the update does not grandfather in the work which was previously completed, there could be significant impact to development on Port property. Port staff is working with Skagit County to see they can find any way to legally grandfather the previous work.

NEW BUSINESS

ADMIN: 2016 Budget – Adopt Budget Schedule

Scott Peterson reported that staff is in the process of developing the 2016 budget and proposes the following schedule:

09/21 – 09/25/2015	Executive Director and Director of Finance to meet individually with each commissioner to review preliminary budget prior to the public hearing.
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- 09/27/2015 Preliminary Budget on file for public review.
- 09/27/2015 Notice to the public that the preliminary budget is available, a regular commission meeting will be held on 10/13/15 for the purpose of a public hearing on the preliminary budget and final budget adoption will be held on 11/10/15.
- 10/04/2015 Notice to the public that the preliminary budget is available, a regular commission meeting will be held on 10/13/15 for the purpose of a public hearing on the preliminary budget and final budget adoption will be held on 11/10/15.
- 10/13/2015 Regular Commission Meeting:
1. Staff presents preliminary 2016 budget to commission – 3:00 pm
 2. Public Hearing for comments on 2016 Budget – 3:15 pm
- 11/10/2015 Regular Commission Meeting:
1. Staff presents 2016 budget to commission 3:00 pm – 3:05 pm
 2. Staff presents 2016 budget resolutions 3:05 pm – 3:10 pm
 3. Commission comments 3:10 pm – 3:15 pm
 4. Staff requests commission adopt 2016 budget - 3:15 pm

COMMISSION ACTION: Commissioner Kevin Ware moved to approve the 2016 budget schedule. Commissioner Steve Omdal seconded. Motion carried unanimously.

MARINA: Ratify Emergency Declaration for Power at the La Conner Marina – Ratify Declaration

Sara Young reported that on Saturday, July 18, the power cable going from the transformer located at the North Basin public restroom to a splice vault approximately 30 feet to the east in the adjacent roadway, failed causing a loss of power to the marina maintenance shop, jib crane, all of Commercial Dock and the dry boat haul out and wash down areas.

The Port utilized emergency contracting procedures allowed under RCW 39.04.280 (1) (e), to complete the necessary emergency electrical repairs. The Port contracted with Veca Electric and

Technologies, LLC to make all necessary repairs at a cost of \$70,796.25, including sales tax. The work was completed on July 31, 2015.

Discussion.

COMMISSION ACTION: Commissioner Steve Omdal moved that the contract with Veca Electric and Technologies, to complete the North Basin emergency electrical repair project, be hereby ratified. Commissioner Kevin Ware seconded. Motion carried unanimously.

MARINA: Rules and Regulations; La Conner Marina RV Resort (2015) – Adopt Resolution

MARINA: La Conner Marina Schedule of Charges (2015) – Adopt Resolution

Sara Young reported that in the spring of 2015, the commission adopted new rules and regulations for the La Conner Marina RV Resort, along with a rate schedule applying at the RV Resort. In July, the commission granted staff the authority to implement a period of promotional offers at the RV Resort for the remainder of 2015 for the purpose of establishing a customer base and to help better understand the market conditions for this facility.

Based on the success of the current promotional period and feedback from customers, Port staff would like to remove our current regulation which restricts guests in the RV Resort from remaining in the facility more than 15 consecutive days per calendar month. Staff also requested to approve the current promotional rates as standard rates and adjust winter rates accordingly.

COMMISSION ACTION: Commissioner Kevin Ware moved to adopt Resolution No. 15-12 which amends Addendum #1 to the Rules and Regulations applying at the La Conner Marina and moved to adopt Resolution No. 15-13 which confirms the schedule of charges applying at La Conner Marina. Commissioner Steve Omdal seconded. Motion carried unanimously.

PUB AGEN: Northern State; Interlocal Agreement – Skagit County (2015) – Approve Agreement

Patsy Martin reported that the Port of Skagit and Skagit County desire to enter into an Interlocal and work cooperatively with one another to explore the long-range options for the relocation of Behavioral Health in Skagit County wherein the Port will contract directly with Walt Meagher of Fidalgo Commercial-Investment Real Estate Services to act as a finder for potential property locations for Behavioral Health. Skagit County will outline criteria for identifying potential locations and shall reimburse the Port for contracted services by Walt Meagher.

Discussion.

COMMISSION ACTION: Commissioner Steve Omdal moved to approve an Interlocal Agreement with Skagit County to pursue finding long-term options for location of Behavioral Health and authorized modifications to the Interlocal Agreement and the Port's Agreement with Walt Meagher pursuant to executive director and legal counsel's concurrence. Commissioner Kevin Ware seconded. Motion carried unanimously.

GOOD OF THE ORDER

BREAK 4:05 p.m.

EXECUTIVE SESSION

The commission entered into executive session at 4:22 p.m. to discuss potential litigation and possible collective action process. The session will last approximately 40 minutes.

The public records officer stepped out at 5:00 p.m. to state the executive session will last an additional 20 minutes.

The commission exited the executive session at 5:25 p.m.

The commission reconvened the regular meeting at 5:25 p.m.

No action taken.

ADJOURNMENT

The regular commission meeting ended at 5:26 p.m.

ADOPTED IN OPEN SESSION this 8th day of September, 2015 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Signature on File

Commissioner

Signature on File

Commissioner

Signature on File

Commissioner