



# Port of Skagit

**Regular Meeting of the Port Commission  
Tuesday, August 14, 2012 3:00 PM**

## MINUTES

PRESENT: Commission - Bill Shuler, Steve Omdal and Kevin Ware.  
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Heather Haslip, Karmen Hardy, Debbie Hamilton and legal counsel Brad Furlong  
Others - See Sign in Sheet

## CALL TO ORDER

Bill Shuler called to order the August 14, 2012 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

1. ADMIN: Matsushige Japan Sister City Visit; August 27, 2012 – Staff Report

## CONSENT AGENDA

Public Communications  
July 10, 2012 Regular Meeting Minutes  
Fiscal Report  
EASEMENT: Town of La Conner; La Conner Marina Water System  
EASEMENT: Town of La Conner; La Conner Marina Sewer System

The commission reviewed the consent agenda items.

**COMMISSION ACTION: Commissioner Ware moved to adopt the consent agenda, seconded by Commissioner Omdal. Motion carried unanimously.**

## OPEN FORUM

Commissioner Shuler opened the floor for public comment.

Hearing none, the floor was closed.

**PUBLIC HEARING** ~ RE: ADMIN: Comprehensive Scheme of Harbor Improvements

Commissioner Shuler explained to the public that RCW 53.20 requires a public hearing be conducted to hear any public comments regarding proposed revisions to the Comprehensive Scheme of Harbor Improvements.

The hearing began at 3:07 p.m.

Staff provided an overview of the resolution and revisions.

Hearing no comments from the public the hearing was closed at 3:10 p.m.

**NEW BUSINESS**

**ADMIN: Comprehensive Scheme of Harbor Improvements; Adopt Plan – Adopt Resolution**

Sara Young provided an overview of the Comprehensive Scheme of Harbor Improvements (CSHI) during the public hearing. The CSHI will be amended at the following times: (1) annually with the adoption of the port budget and Capital Improvement Plan to incorporate current capital project plans for the coming year; (2) whenever the Port budget is amended mid-year with respect to capital projects by the Port Commission; and (3) whenever a master plan is adopted or updated by the Port Commission.

Discussion

**COMMISSION ACTION: Commission Ware moved to adopt Resolution No. 12-13 which will establish a revised and updated Comprehensive Scheme of Harbor Improvements for capital improvements within the Port District, seconded by Commissioner Omdal. Motion carried unanimously.**

**STAFF REPORTS**

**ADMIN: Kneading Conference (2012) - Presentation**

Patsy Martin introduced Dr. Steve Jones of the WSU Extension Center who provided a PowerPoint presentation regarding the upcoming Kneading Conference. Also present were Wendy Hebb, Lee Gelb, Dan Dailey and Tom Hunter. The conference is scheduled September 13 - 15, 2012. The Port of Skagit is a major sponsor.

### **ASSOC: EDASC; 2<sup>nd</sup> Quarter Billings and Report (2012) – Status Update**

Patsy Martin introduced Don Wick who was present to provide a semi-annual report on EDASC accomplishments. Diana Morelle, Kevin Holmes and John Voth were also in attendance.

Don thanked the commission for the port's continued partnership.

He reported that EDASC:

1. Works to relocate companies to Skagit Valley
2. Is participating with the Port in a joint marketing endeavor; publication *Choose Washington*
3. Referenced work in the past - bringing in Paccar and Hexcel
4. Updating the EDASC website
5. Works with Latino businesses in the Skagit Valley

Discussion with the commission regarding EDASC and the Port of Skagit working collaboratively in the future.

### **ADMIN: 2012 Audit – Update (Oral)**

Kristin Garcia reported to the commission that the 2012 audit is complete. The Washington State Auditors did not have any recommendations or findings and did not request an exit interview. Kristin stated her appreciation to staff and their diligent efforts to provide updated files and information required during the audit.

### **ADMIN: Cash Flow/Budget to Actual Report; Ending June 30, 2012 - Update**

Kristin Garcia reported on the Budget to Actual report ending June 30, 2012.

### **ADMIN: Concrete Theatre Request – (Oral)**

Patsy Martin reported that the Town of Concrete has requested support in raising funds to restore and keep the Concrete Theatre operational. They have asked for a contribution of \$5,000. The staff and commission determined that further analysis is needed and staff will bring a recommendation back to the commission.

### **ADMIN: Lightning Damage (2012) – Update (Oral)**

Staff updated the commission on damage at the La Conner Marina and Skagit Regional Airport which occurred during a lightning storm in August.

**AIRPORT: Runway 10-28 Improvement Project (2012) – Status Update (Oral)**

Sara Young provided a pictorial review of the Runway 10-28 Phase I and Phase II project.

**ASSOC: NARF; 2<sup>nd</sup> Quarter Billings and Report (2012) – Status Update**

Patsy Martin reviewed the 2<sup>nd</sup> Quarter progress report with the commission.

**MARINA: Occupancy Report; Month Ending June 30, 2012**

Scott Peterson reported that the Marina occupancy is at 94%.

**PUB AGEN: Skagit County – Jail Location (2012) – Update (Oral)**

Carl Molesworth reported that the Port of Skagit is no longer a consideration as a location for the new Skagit County Jail site.

**ADMIN: Matsushige Japan Sister City Visit; August 27, 2012 – Staff Report**

Patsy Martin reminded the commission that the Matsushige Japan delegation will be meeting in Mount Vernon on August 27, 2012. The main purpose of the meeting is to meet new Mount Vernon Mayor Jill Boudreau and new Port of Skagit Commissioner Steve Omdal.

**NEW BUSINESS**

**ADMIN: 2013 Budget – Adopt Budget Schedule**

Kristen Garcia reported that staff is in the process of developing the 2013 budget. Staff provided the commission with a budget schedule.

**COMMISSION ACTION: The commission unanimously approved the 2013 Budget Schedule.**

**ADMIN: Petty Cash Fund (2012); Authorization to Increase – Adopt Resolution**

Kristin Garcia reported that the petty cash funds are used to procure unexpected items of which time is of the essence. In order to continue providing necessary items in a timely manner, staff

recommended the administrative petty cash amount be increased from \$100.00 to \$250.00. The amount being requested is consistent with the petty cash amount authorized at the marina.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 12-14, which authorizes an increase of the administrative petty cash fund, seconded by Commissioner Omdal. Motion carried unanimously.**

**ADMIN: Commission Meeting Date Change (2012)**

Patsy Martin reviewed the commission meeting dates with the commission. In order to save time and resources it was determined to cancel the regular work session meetings. The staff and commission will hold special meetings as necessary in accordance with RCW 42.30.080.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 12-15, which authorizes the change of the regular business meeting and work session of the Port of Skagit commission to one regular business meeting per month, seconded by Commissioner Omdal. Motion carried unanimously.**

**ADMIN: Surplus; Port Assets (2012) – Adopt Resolution**

Kristin Garcia reported that on July 24, 2012, staff was notified that a 550 gallon waste oil tank located by the port's t-hangar facilities had begun to leak. In order to mitigate environmental concerns, the tank should be disposed. The port is required to declare surplus those assets that are no longer of use or benefit to the port.

**COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution No. 12-16, which will declare as surplus personal property that is of no use or benefit to the port, seconded by Commissioner Ware. Motion carried unanimously.**

**ADMIN: Public Records Requests Response Procedures (2012) – Adopt Resolution**

Patsy Martin reported that the port's public records policy has not been updated since July 11, 1995. Since that time Washington State Chapter 42.56 RCW Law and Chapter 44-14 WAC has been revised. Port procedures have changed due to the RCW's and WAC as well as the implementation of an online request form on the port's website.

Staff has reviewed and revised the policy. Legal counsel has completed the same.

**COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution No. 12-17 which adopts the Port of Skagit public records request procedures, seconded by Commissioner Ware. Motion carried unanimously.**

**GOOD OF THE ORDER**

**ADJOURNMENT**

With no other business to consider, Commissioner Ware adjourned at 5:03 p.m.

ADOPTED IN OPEN SESSION this 11th day of September, 2012 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner

*Signature on File*

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Commissioner