



# Port of Skagit

Work Session of the Port Commission

Tuesday, August 16, 2011 9:00 AM

## MINUTES

PRESENT: Commission - Jerry Kaufman, Bill Shuler and Kevin Ware

Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Paul Mattos, Heather Moses, Nancy Gardener, Debbie Hamilton and Karmen Hardy

Others - See Sign-in Sheet

## **APPROVAL OF MINUTES**

**COMMISSION ACTION: The commission unanimously approved the Tuesday, July 19, 2011 Work Session Minutes of the Port Commission.**

## **Changes or additions to the agenda as follows:**

1. AIRPORT: Family Day at Skagit Regional Airport Event; September 17, 2011 – Status Update

## **Issue 1: ADMIN: Gateway Pacific Terminal, Whatcom County - Discussion**

Port staff and commissioners discussed the proposed Gateway Pacific Terminal at Cherry Point in Whatcom County and its benefits and impacts to the Port of Skagit and Skagit County at the regular meeting on August 9, 2011.

Staff discussed options with the commission to address the port's support and concerns regarding the project.

Discussion.

The commission and staff will prepare letters to Governor Gregoire, Gateway Pacific Terminal, Skagit Council of Governments and Department of Ecology. Letters will be presented for review and signature at the September 12, 2012 regular commission meeting.

## **Issue 2: ADMIN: BrandStrategy; Inc.; Duane Knapp Promise & Identity Presentation – Presentation and Discussion**

Patsy Martin reported that Duane Knapp was present to review and present information on maximizing the Port of Skagit brand.

Duane Knapp reviewed the brand strategy process; assessment, promise, blue print and culture. He also reviewed parameters for signage at port entities and port-owned, tenant leased buildings.

He advised the following be implemented:

- New employee brand training once each quarter
- Development of a Halo Brand program to be used on port owned/tenant leased buildings
- Brand training at the beginning of summer for seasonal staff
- Locate strategic placement of new brand, i.e. podium in hearing room

Discussion.

## **Issue 3: COMM: Redistricting; Census (2010) – Adopt Resolution**

Patsy Martin reported that as a result of the 2010 census, the port is required to review and redefine their districts according to population and other criteria set forth in the statute.

Bob Schweitzer of Sammamish Data Systems, Inc. prepared a redistricting plan which included the following recommended changes:

- Moving Precinct Lookout from District 2 to District 3.
- Moving Precincts Lake Sixteen and Mount Vernon 2, 5, 26, 27 and 28 from District 1 to District 2.

Discussion

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 11-17 establishing the commissioner districts and the precincts in each commissioner district based upon the 2010 Census.**

## **Issue 4: AIRPORT: Family Day at Skagit Regional Airport Event; September 17, 2011 – Status Update**

Staff discussed specifics about Family Day at Skagit Regional Airport and invited the commission to participate.

## GOOD OF THE ORDER

### EXECUTIVE SESSION

The commission entered into executive session at 10:15 a.m. The session is expected to last approximately 10 minutes. The purpose of the executive session is to discuss potential litigation and evaluation of a public employee. Action may or may not be taken following the executive session.

The commission exited the executive session at 10:24 a.m.

#### **COMMISSION ACTION: The commission unanimously authorized:**

- 1. A raise to the executive director per the terms prepared by the commission president and;**
- 2. The approval of a settlement agreement with Travelers if formalized in a manner consistent with terms agreed to in the mediation, with concurrence of the port's executive director and attorney.**

The commission adjourned the work session meeting at 10:25 a.m.

ADOPTED IN OPEN SESSION this 20th day of September, 2011 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