

## PORT OF SKAGIT COUNTY

Regular meeting of the Port Commission

Tuesday, August 18, 2009, 9:00 AM

### MINUTES

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware  
Staff - Patsy Martin, Kristin Garcia, Scott Peterson, Bob Nord,  
Sara Young, Karmen Hardy and Debbie Hamilton  
Others - See sign in sheet

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

1. TENANT: Conway; Bell Lumber and Pole Company – Authorize Waiver of Interest
2. TENANT: BBP; Sanborn, Herbert & Cyd – Approve Signage

#### **Public Communications**

Published articles noted by commission.

#### **Approval of Minutes**

**COMMISSION ACTION:** The commission unanimously approved the minutes of the July 21, 2009 regular meeting.

#### **Fiscal Matters**

**No Fiscal Action**

**Open Forum:** No public comment

#### STAFF REPORTS

TENANT: BBIP; Sorenson Seed, Lot 52, 11488 Higgins Airport Way, Lease dated 8/1/97 – Approve Assignment

Patsy Martin reported in February 1997, the port entered into a lease agreement with Simplified Exchange Accounting Systems, Inc., who was acting as a facilitator for the Sorensens. In September of the same year, an Assignment of Lease and Consent to Sublease was executed which assigned the lease to James P. Sorensen and Kim Walberg Sorensen and sublet the premises to Sorensen Seed Company, owned by the Sorensens. A first amendment to this lease was executed in March

2006, leaving James P. Sorensen as the sole lessee. It is now the intention of James P. Sorensen to assign this lease to AG Alternatives, Inc., a Washington corporation.

Representatives from AG Alternative, Inc. were present to discuss the lease assignment with the commission. This assignment will enable them to accomplish additional seed cleaning, shipping and vegetable seed production. They are a subsidiary of Vikinia Seed which currently employs 26 permanent employees, maintains 14,000 acres and specializes in vegetable & seed production.

**COMMISSION ACTION: The commission unanimously approved assignment of lease and consent thereto from James P. Sorensen to Ag Alternatives, Inc., a Washington Corporation, to Vikinia Seed contingent upon favorable completion of due diligence and subject to the executive director and port legal counsel review.**

#### **ADMIN: WSU Extension/Riversticks Foundation Presentation**

Patsy Martin reported that staff has met with WSU in the past to discuss the use of Port property east of Higgins Airport Way and south of Ovenell Road to begin a farmer education program.

Scott Peterson introduced Don McMoran and Sarita Schaffer of WSU, in partnership with Riversticks Foundation, who were present to provide a presentation to the commission regarding future farm growth opportunities. The organizations are looking to possibly partner with the port to establish a farmer education program. This program would:

- Provide an agriculture education program
- Potentially create more farms and
- Educate new farmers to replace the aging farmers in Skagit Valley
- Provide farming business training and direct hands-on experience

Discussion

No action. Information only.

#### **ADMIN: Insurance 2010; Medical Insurance Renewal – Status Update**

Kristin Garcia reported that the port has been informed that Regence plans to raise the port's medical insurance premium rates by 20%. Over time, the Port has been experiencing significant rate increases which cannot be sustained in the long term. The staff formed insurance committee will meet with the port's medical insurance broker, to discuss options. The committee will bring a recommendation before the commission at the September 15 business meeting.

### **PUB AGEN: Skagit Transit (SKAT); (2009 – Current Bus Routes**

Patsy Martin reported that the Port of Skagit identified a need for improved public transportation to Bayview Business Park and Skagit Regional Airport. In addressing this need, Port staff has been working with Skagit Transit and area tenants to learn what route changes would have the most impact on commuters in the area and how to implement those changes.

A questionnaire was developed and distributed to Port tenants to determine their current usage and needs, as well as future likelihood of using public transportation to commute.

Skagit Transit reported that fall route changes will benefit 12% of those who responded to the survey. Skagit Transit has contacted each commuter for whom these changes are relevant. In addition, a new Park-N-Ride planned for construction next year at the Chuckanut Exit off I-5 will offer expanded options to many commuters.

### **MARINA: Monthly Occupancy Report; Month Ending August 15, 2009**

Scott Peterson reported on the Marina Monthly Occupancy Report in Paul Stannert's absence. All marina occupancy has increased and staff believes this is due to positive marketing results.

Discussion.

### **NEW BUSINESS**

#### **ADMIN: Building Color Scheme (2009) – Adopt Color Scheme**

Debbie Hamilton reported that staff developed a building color scheme as a part of the Brand Strategy steps for future development at the Skagit Regional Airport, La Conner Marina and Bayview Business Park. Future tenants will select from these templates for new buildings in keeping with the airport, marina and bayview business park becoming premiere destinations.

Discussion

**COMMISSION ACTION: The commission unanimously approved the building color scheme for Skagit Regional Airport, La Conner Marina and Bayview Business Park with staff to develop a limited color scheme for port-owned structures.**

#### **ADMIN: Consent Agenda (2009) – Adopt Resolution**

Kristin Garcia reported that the commission would like to make use of a consent agenda to provide a more efficient and productive use of the monthly commission business meeting.

Staff developed a resolution which provides parameters for the consent agenda. The following items may be listed on future consent agendas:

Approval of Minutes, approval of Fiscal Reports, appointments to committees, staff appointments requiring board confirmation, consultant services contracts, standard contracts used regularly, annual Port sponsorships, routine revisions of policy, event use permits, boat auction resolutions, aircraft auction resolutions and approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications and correspondence requiring no action.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 09-20 which adopts a rule of order allowing for a consent agenda process during the regular business meeting of the board of commissioners.**

**ADMIN: EDASC; 2<sup>nd</sup> Quarter Billings & Reports (2009) – Approve Billings**

Patsy Martin reported that the EDASC; second quarter billing in the amount of \$7,500 request was included in the voucher approval. A second quarter 2009 EDASC report is on file and available.

**COMMISSION ACTION: The commission unanimously approved the EDASC second quarter 2009 billing in the amount of \$7,500.**

**ADMIN: Surplus; Port Assets (2009) – Adopt Resolution**

Kristin Garcia reported that it is the policy of the Port to maintain a listing of fixed assets owned by the Port and the Washington State Auditor requires that a physical inventory of fixed assets be taken at least once a year. Staff has completed a physical inventory and has identified assets that are no longer of use or benefit.

The Washington State Auditor requires that the Port declare surplus those assets no longer of use or benefit prior to disposal. Staff prepared a schedule of assets to be declared surplus. Staff plans to hold an auction in September 2009 to dispose of the assets.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 09-21 which will declare as surplus personal property that is of no use or benefit to the Port.**

**TENANT: Conway; Bell Lumber and Pole Company**

Patsy Martin reported that Bell Pole is seeking to secure a line of credit for its personal property from M&I Marshal & Ilsley Bank and requests the Port waive any claims to said personal property pursuant to a landlord's waiver of interest dated June 25, 2009. Said waiver is subject to Bell Pole's removal of any improvements within sixty (60) days after any termination of the lease and the Port's right to remove and dispose of the improvements and recover its costs related thereto.

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**COMMISSION ACTION:** The commission unanimously authorized the executive director to execute a waiver of interest dated June 25, 2009 between M&I Marshall & Ilsley Bank, Bell Lumber & Pole Company and the Port of Skagit County.

**TENANT: BBP; Sanborn, Herbert & Cyd – Approve Signage**

Scott Peterson reported that Wes Ingram and Herb Sanborn of H & W Racing and Ingram Enterprises are a port tenant at 15613, Peterson Road. These businesses work together to repair Alfa Romeo and other vehicle engines. Wes Ingram is requesting approval to install signs on the building to identify the businesses.

**COMMISSION ACTION:** The Commission unanimously approved new signage for Ingram Enterprises, Inc. and H & W Racing to be installed at 15613 – C Peterson Road.

**RECESS REGULAR MEETING**

The regular meeting recessed at 10:30 a.m.

**EXECUTIVE SESSION**

The executive session began at 10:40 a.m.

Executive Session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Executive session will last approximately 15 minutes. The commission expects to return from executive session by 10:55 a.m. Action may or may not be taken following the executive session.

The executive session ended at 10:55 a.m.

**RECONVENE REGULAR MEETING**

The regular meeting was reconvened at 10:56 a.m.

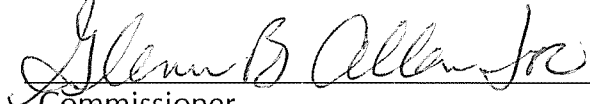
**No action taken.**

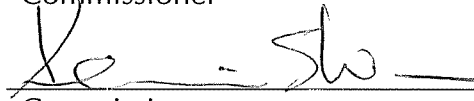
**ADJOURNMENT**

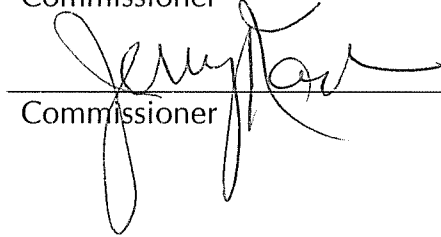
The commission adjourned the regular meeting at 10:57 a.m.

ADOPTED IN OPEN SESSION this 15th day of September, 2009 and duly authenticated by the signatures affixed hereto.

**PORT OF SKAGIT COUNTY**

  
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Commissioner

  
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Commissioner

  
\_\_\_\_\_  
Commissioner



Port of Skagit County  
 Commission Regular Meeting  
 Date: August 18, 2009, 9:00 AM



Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?
Carl Malesworth	11252 3rd St Bay View	757.6468	Y/N
Erin Bui	300 N Commercial St Blaine	733 0212	Y/N
Sarita Schaffer	1608 E. Republican St. 98112 DE	2069147948	Y/N
Michael Anderson, Vilina Seel	Industrial Parkway 9, 4960 Goble DE	4525379779	Y/N
Jim Seaman / Seaman Seel	11818 Hoggin Airport Way	360 257 2154	Y/N
Ty Clark / Ag Act	21901 Ratchford Rd	360 661-3734	Y/N
			Y/N
			Y/N
			Y/N