



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, August 9, 2011 9:04 AM

MINUTES

PRESENT: Commission - Jerry Kaufman, Kevin Ware and Bill Shuler
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young, Carl Molesworth, Bob Nord, Karmen Hardy, Heather Moses, Nancy Gardener, Paul Mattos, and Debbie Hamilton.
Others - See Sign in Sheet

CALL TO ORDER

Commissioner Kaufman called to order the August, 2011 regular meeting.

Confirm or Amend Agenda

New Business

1. AIRPORT: Taxiway F; Former Crop Duster Hangar Clean-Up Site (2011) – Award Bid.
2. ADMIN: Matsushige, Japan, City of Mount Vernon; Sister City/Port Agreement (2011).
3. Executive Session to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. The session is expected to last approximately 45 minutes. Action may or may not be taken following the executive session.

PUBLIC HEARING

The commission entered into a Public Hearing at 9:04 a.m. for the purpose of hearing public input regarding redistricting of the port commissioners' districts as a result of the 2010 Census.

No public present to provide input.

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

The commission resumed the regular meeting at 9:10 a.m.

CONSENT AGENDA – Port of Skagit

Public Communications
June 14, 2011 Regular Meeting Minutes
Fiscal Report

COMMISSION ACTION: The commission unanimously approved the consent agenda.

OPEN FORUM

Commissioner Kaufman opened the floor for public comment. With no public comment, the floor was closed.

The commission discussed the proposed Gateway Pacific Terminal in Whatcom County and determined the commission would like further information regarding impacts to employment in Skagit County, road/route concerns, and long-term planning impacts.

STAFF REPORTS

ADMIN: Matsushige, Japan, City of Mount Vernon; Sister City/Port Agreement (2011)

Patsy Martin reported that Matsushige representatives will return to the City of Mount Vernon and the Port of Skagit for the execution of the Sister City/Port Agreement. Staff will coordinate with Matsushige on the details of their return visit.

ADMIN: Cash Flow/Budget to Actual Report; Ending June 30, 2011 - Update

Kristin Garcia reported on the Budget to Actual report ending June 30, 2011.

ADMIN: October 11, 2011 Regular Commission Meeting - Possible Cancellation

Patsy Martin discussed possible schedule conflicts for the October 11, 2011 regular commission meeting. The commission desires to proceed with the meeting as scheduled.

MARINA: Occupancy Report – July 2011 - Update

Paul Mattos reported on the Marina Occupancy Report for the month of July 2011.

Discussion

NEW BUSINESS

AIRPORT: Taxiway F: Former Crop Duster Hangar Clean-Up Site (2011) – Award Bid

Sara Young reported that the port opened bids on the Taxiway F project on August 3, 2011. The project is to complete the Ecology-required remedial action specified in the Consent Decree entered into Skagit

Port of Skagit County
Regular Meeting of the Port of Skagit
August 9, 2011

County Superior Court on August 1, 2011. The bid process was conducted according to Washington State Public Works bidding requirements. Five (5) bids were received. The lowest responsible bidder on the project is Clearcreek Contractors with a low bid of \$1,256,471.20, including sales tax.

A review team consisting of port counsel, GeoEngineers, Precision Approach Engineering, and port staff met to review the bidder qualifications of Clearcreek Contractors on Friday, August 5, 2011. The bidder is determined to have met the required minimum qualifications specified in the contract documents.

COMMISSION ACTION: The commission unanimously awarded the bid to Clearcreek Contractors for completion of the Ecology-required remedial action at the Taxiway F former crop-dusting hangar site in the amount of \$1,256,471.20 (including sales tax); and authorized the executive director and staff to take all steps necessary to carry out the intent of the action.

ADMIN: 2012 Budget – Adopt Budget Schedule

Kristin Garcia reported that staff is preparing the 2012 budget and reviewed the 2012 budget schedule with the commission.

COMMISSION ACTION: The commission unanimously approved the 2012 budget schedule.

ADMIN: December Meeting; Election, Committee Assignments; WPPA Trustee – Appoint Alternate

Patsy Martin requested the commission select an individual to attend the Washington Public Ports Association meeting scheduled on August 19, 2011. She is the alternate trustee; however, will be out of town during this time. The trustee appointment may include any of the commission members or Kristin Garcia.

COMMISSION ACTION: The commission unanimously appointed Kristin Garcia to act as trustee during the Special Meeting of the WPPA Board of Trustees on August 9, 2011.

TENANT: Marina; Action Marine Services; Boat Launch Services Agreement (2005) – Adopt Resolution

Patsy Martin reported that staff is asking for commission approval to write off debts in the amount of \$17,020.70 for tenant Action Marine. Action Marine was a tenant located at 539 N. Third in La Conner. Port staff made collection efforts on this account in accordance with port policy and other applicable regulations. Collection efforts were unsuccessful and as a result the receivable balance should be removed from the ports account records as an account now deemed uncollectable.

COMMISSION ACTION: The commission unanimously adopted Resolution No. 11-16 to write off debts owed to the Port of Skagit County in the amount of \$17,020.70.

GOOD OF THE ORDER

EXECUTIVE SESSION

The commission entered into executive session at 10:15 a.m. The session is expected to last approximately 45 minutes. The purpose of the executive session is to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price and potential litigation. Action may or may not be taken following the executive session.

The commission exited the executive session at 11:00 a.m. No action taken.

ADJOURNMENT

The commission adjourned the regular meeting at 11:02 a.m.

ADOPTED IN OPEN SESSION this 13th day of September, 2011 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner