



# Port of Skagit

**Regular Meeting of the Port Commission  
Tuesday, September 11, 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, and Debbie Hamilton  
Others - See Sign in Sheet

## CALL TO ORDER

Bill Shuler called to order the September 11, 2012 regular meeting of the port commission.

## Changes or additions to the agenda as follows:

1. ADMIN: Hartford Deferred Compensation Plan (2012) – Adopt Resolution
2. ADMIN: Targeted Community Partnership Program; Concrete Chamber of Commerce; Concrete Theatre (2012) – Approve Grant

## CONSENT AGENDA

Public Communications  
August 14, 2012 Regular Meeting Minutes  
August 31, 2012 Special Meeting Minutes  
Fiscal Report

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.

## **STAFF REPORTS**

### **ADMIN: 2004 LTGO Bonds; Advance Refunding; Lindsey Sovde, Seattle Northwest Securities – Oral Presentation**

Kristin Garcia reported that advance refunding of 2004 LTGO Bonds could result in cash savings to the port. She introduced Lindsey Sovde of Seattle Northwest Securities who provided a presentation.

It was the consensus of the commission to move forward with the advance refunding.

### **ADMIN: Cash Flow/Budget to Actual Report; Ending July 31, 2012 - Update**

Kristin Garcia reported on the Budget to Actual report ending July 31, 2012.

### **ADMIN: Service Award; Employees (2003-Current) – Debbie Hamilton – 10 Years**

Patsy Martin reported that the employee service award program was created to reward employees for years of service to the Port of Skagit. Debbie Hamilton, Communications Coordinator/Public Records Officer, was hired on September 3, 2002. She has earned a ten (10) year service award.

### **MARINA: Occupancy Report; Month Ending July 31, 2012**

Scott Peterson reported the Marina occupancy is at 95%. He also reported that Paul Mattos, Harbor Master has resigned his position as of October 12, 2012.

### **TENANT: From the Farm News Coverage – View Video Clip**

Staff shared recent King 5 News coverage of Port tenant From the Farm.

## **NEW BUSINESS**

### **ADMIN: Skagit County; Request for Proposal; Industrial Land Survey (2012) – Approve RFP**

Sara Young reported that at the Port's strategic planning retreat in July, the commission directed staff to move forward with developing a proposal for an updated industrial lands survey with the possible partnership of other jurisdictions in the county. The objective is to assess the current supply of ready to build industrial land in the county and determine whether this supply is sufficient to meet the current and future demand for desirable industries as well as develop an

easily updatable inventory that can be used to market Skagit County industrial land to prospective employers.

Until the Skagit Council of Governments is available to take the lead on this project, the port is willing to proceed with it. Staff has developed a draft Request for Proposal (RFP) to accomplish this work.

**COMMISSION ACTION: Commissioner Omdal moved to approve proceeding with completion of an updated industrial lands survey and seek partners in this effort, seconded by Commissioner Ware. Motion carried unanimously.**

#### **ADMIN: Open Bank Account; Washington Federal (2012) – Adopt Resolution**

Kristin Garcia reported the port's general bank account is Bank of America. It is closing its La Conner Branch effective 2012, therefore, the port requires an alternative solution to deposit the receipts collected at the marina facility.

Staff recommended the port open an account with Washington Federal to meet the deposit needs of the port's marina facility.

**COMMISSION ACTION: Commissioner Ware moved to adopt Resolution No. 12-18, which authorizes the Director of Finance to open an account at Washington Federal, La Conner Branch, and execute and sign documents applicable to this transaction, seconded by Commissioner Omdal. Motion carried unanimously.**

#### **COMM: Board Self- Evaluation (2012)**

Patsy Martin reported it is time for the Board to evaluate its functionality apart from the executive director and staff. Staff provided a brief Board Self Evaluation form to each commissioner and requested they provide the results to her once completed.

#### **PUB AGEN: Skagit County, Interlocal Agreement; Fiber Optic Leased Infrastructure (2012) – Approve Agreement**

Patsy Martin reported the Port of Skagit has installed a fiber optic system throughout the Bayview Business Park. Skagit County contributed funds toward the construction of the fiber optic system and leases space in one building and owns a building on leased land in the Port's Bayview Business Park.

Skagit County and the Port of Skagit signed an interlocal agreement in 2010 establishing funds for maintenance for the port's fiber system and granting Skagit County access to the system for its

facilities on port-owned property. However, the agreement did not mention allowing access for the county's transfer station on Ovenell Road.

Staff provided a revised Interlocal Agreement between Skagit County and the Port of Skagit County which provides for access to the Port's fiber optic system for the county's leased premises plus the transfer station. It also extends the term of the agreement to December 31, 2020.

**COMMISSION ACTION: Commissioner Omdal moved to approve an Interlocal Agreement between Port of Skagit and Skagit County to augment infrastructure with fiber optic components and allow for maintenance services to include access for the county's transfer station, seconded by Commissioner Ware. Motion carried unanimously.**

**TENANT: Airport; Henry's Humdingers – Approve Signage**

Scott Peterson reported that Denise Miller, owner of Henry's Humdingers, is requesting approval to install a sign on the building located at 15426 Airport Drive, Unit C, to identify Henry's Humdingers. Staff provided the commission with a rendering of the sign; the dimension of the sign is 3.5' by 6' wide.

**COMMISSION ACTION: Commissioner Ware moved to approve signage for Henry's Humdingers to be placed on the building located at 15426 Airport Drive, Unit C., seconded by Commissioner Omdal. Motion carried unanimously.**

**ADMIN: Targeted Community Partnership Program; Concrete Chamber of Commerce; Concrete Theatre (2012) – Approve Grant**

Patsy Martin reported that the Port started a Targeted Community Partnership Program approximately 10 years ago to enhance economic development opportunities within smaller communities in the Skagit Valley. Since that time the port has contributed funds to upgrading signage, restrooms, to complete industrial land and building inventories and other small projects.

The Port has been approached by the Concrete Chamber of Commerce to contribute \$5,000 toward a \$50,000 project to upgrade the main projector to a digital projection system in the Concrete Theatre. Without this upgrade the Concrete Theatre will close its doors. The Concrete Theatre contributes to the commerce of the community by supporting jobs in shops and restaurants and will enhance economic opportunities in the upriver community and further the port's mission of "Good Jobs for our Community."

**COMMISSION ACTION:** Commissioner Ware moved to authorize a Targeted Community Partnership Program grant in an amount not to exceed \$5,000 in favor of the Concrete Chamber of Commerce, conditioned upon the securing of the balance of funds needed to upgrade the main projector to a digital projection system to enhance economic opportunities and commerce in the community of Concrete, seconded by Commissioner Omdal. Motion carried unanimously.

**ADMIN: Update to Hartford Deferred Compensation Plan – Adopt Resolution**

Kristin Garcia reported that effective January 1, 1998, the port approved and enrolled in The Hartford Deferred Compensation Plan (“Plan”). The plan is a voluntary retirement program in which port employees can elect to have pre-tax payroll deductions made and contributed into said deferred compensation plan.

Effective December 1, 2011, legislative changes occurred requiring an update to the Plan Specimen Document. The changes were authorized by the Pension Protection Act, the Hart Act and WERA Act. The changes do not impact the administration of the plan, nor how employees currently participate in the plan.

**COMMISSION ACTION:** Commissioner Ware moved to adopt Resolution Number 12-19 which will authorize:

- 1) The Hartford Deferred Compensation Plan effective December 1, 2011; and
- 2) The Director of Finance to take such actions as necessary to execute the documents and carry out the intent of the resolution, seconded by Commissioner Omdal.

Motion carried unanimously.

**GOOD OF THE ORDER**

**FIELD TRIP**

Tour; WSU Facility & Port Room.

**ADJOURNMENT**

With no other business to consider, Commissioner Shuler adjourned at 5:50 p.m.

ADOPTED IN OPEN SESSION this 9th day of October, 2012 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

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Commissioner

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Commissioner

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Commissioner