



Port of Skagit

Work Session of the Port Commission

Tuesday, September 20, 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, Heather Moses, Debbie Hamilton, Karmen Hardy and legal counsel Brad Furlong.

Others - See Sign-in Sheet

APPROVAL OF MINUTES

COMMISSION ACTION: The commission unanimously approved the Tuesday, August 16, 2011 Work Session Minutes of the Port Commission.

Changes or additions to the agenda as follows:

1. COMM: Redistricting; Census (2010) – Adopt Resolution
2. PUB AGEN: Skagit County; Interlocal Cooperation Agreement – Bayview Ridge Development Standards Project – Approve Revised Interlocal Agreement
3. ADMIN: HUD Sustainable Communities Regional Planning Grant (2011)
4. Executive session - the purpose of which is to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Action may or may not be taken following the executive session.

Issue 1: ADMIN: Audit (2011) – Status Update (Oral)

Kristin Garcia reported that the Washington State Auditors are conducting the 2010 audit. The audit is expected to be completed within two (2) weeks.

Issue 2: ADMIN: Swinomish Channel Dredging (2011) – Status Update (Oral)

Patsy Martin reported that the Swinomish Channel continues to have higher levels of silting, especially the south end. At a meeting with Town of La Conner, City of Anacortes, Swinomish Indian Tribe, Upper Skagit Indian Tribe, Dunlap Towing, Shelter Bay, and Skagit County, it was determined by the respective entities to prepare a letter of need for continued maintenance dredging of the channel.

Discussion.

The commission requested Marina staff research and provide a report indicating the number of current moored boats with drafts which exceed the channel's navigational threshold depths.

COMMISSION ACTION: The commission unanimously authorized staff prepare a letter of intent for continued maintenance dredging of the Swinomish Channel and authorized the inclusion of funding to support dredging in the 2012 budget.

Issue 3: PUB AGEN: Skagit County; Sales Tax Grant; Malting and Brewery Incubator (2011) – Delegate Authority

Patsy Martin reported that the port applied for a grant to Skagit County's Economic Development Public Facilities Distressed/Rural County Sales and Use Tax for a malting and brewery incubator on May 31, 2011. The application has been considered by the review committee and is under consideration for approval by the Skagit County Commissioners at their September 20th meeting.

COMMISSION ACTION: The commission unanimously approved the executive director executing on behalf of the port commission a possible Interlocal Cooperation Agreement between Skagit County and the Port pertaining to the Economic Development Public Facilities Distressed/Rural County Sales and Use Tax Grant Application for a malting and brewery incubator.

Issue 4: PUB AGEN: Skagit County; Sales Tax Grant; Commercial Kitchen Incubator (2011) – Delegate Authority

Patsy Martin reported that the port applied for a grant to Skagit County's Economic Development Public Facilities Distressed/Rural County Sales and Use Tax for Phase 2 of the commercial kitchen incubator on May 31, 2011. The application has been considered by the review committee and is under consideration for approval by the Skagit County Commissioners at their September 20th meeting.

COMMISSION ACTION: The commission unanimously approved the executive director executing on behalf of the port commission a possible Interlocal Cooperation Agreement between Skagit County and the Port pertaining to the Economic Development Public Facilities Distressed/Rural County Sales and Use Tax Grant Application for commercial kitchen incubator.

Issue 5: PUB AGEN: Skagit County; Interlocal Cooperation Agreement – Bayview Ridge Development Standards Project – Approve Revised Interlocal Agreement

Patsy Martin reported that the Port, Skagit County and private landowners have been working to develop a scope of work whereby the parties will work collaboratively with consultants to create development standards for the Bayview Ridge subarea. The Port, Skagit County and landowners desire to move forward with the project.

With assistance of Port counsel, staff drafted the necessary interlocal agreement between the Port and Skagit County, the substantive terms of which were approved by the commission on June 21, 2011.

Discussion.

COMMISSION ACTION: The commission unanimously approved an interlocal agreement with Skagit County for creation of Bayview Ridge Subarea Planned Unit Development Ordinance and Development Standards.

Issue 6: ADMIN: HUD Sustainable Communities Regional Planning Grant

Patsy Martin reported that the Department of Housing and Urban Development has issued a Notice of Funding availability for the 2011 Sustainable Communities Regional Planning Grant Program. The program supports multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments.

A regional consortium led by Skagit County has drafted a grant proposal for \$1.5 million to support the development and implementation of regional plans for sustainable development over a minimum 20-year time frame. The consortium includes Anacortes, Burlington, EDASC, La Conner, Sedro Woolley, SCOG, Skagit Housing Authority, and the Port of Skagit, in addition to Skagit County.

COMMISSION ACTION: The commission unanimously approved entering into a HUD regional partnership grant proposed by Skagit County and authorized the executive director to execute all documentation necessary to carry out the intent of this action.

Issue 7: COMM: Redistricting; Census (2010)

Patsy Martin reported as a result of the 2000 census, the port adopted Resolution No. 02-01 establishing the commission districts and the precincts in each commissioner district based upon the census. Thereafter, with the 2010 U.S. Census Bureau data, district boundaries were realigned to accommodate population increases and decreases with

district boundaries defined by voting precincts pursuant to Resolution No. 11-17 adopted August 16, 2011.

Upon submittal of the port's 2011 redistricting plan to Skagit County, port staff learned that legal descriptions prepared for Districts 1, 2 and 3 by Skagit County GIS in 2008 and 2009 to prepare district maps for the Port of Skagit were not adopted by port resolution. These legal descriptions are needed by the county to map the port's 2011 redistricting plan.

COMMISSION ACTION: The commission unanimously adopted Resolution No. 11-21 establishing the 2008-09 legal descriptions for commissioner districts 1, 2 and 3 pursuant to Resolution No. 02-01.

ADJOURN TO EXECUTIVE SESSION

EXECUTIVE SESSION

The commission entered into executive session at 10:15 a.m. The session is expected to last approximately 30 minutes. The purpose of executive session is to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. Action may or may not be taken following the executive session.

The commission exited the executive session at 10:47 a.m.

No action taken.

The commission adjourned the work session meeting at 10:48 a.m.

ADOPTED IN OPEN SESSION this 18th day of October, 2011 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

Commissioner

Commissioner

Commissioner