

**PORT OF SKAGIT COUNTY**

Regular meeting of the Port Commission

Tuesday, January 15, 2008 5:00 PM

**MINUTES**

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware  
Staff - Patsy Martin, Scott Peterson, Kristin Garcia, Sara Young,  
Karmen Hardy, Paul Stannert, Bob Nord, Mary Jo Newbury,  
Colleen Powell, Debbie Hamilton and Brad Furlong  
Others - See Attached

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

1. Port of Skagit County Logo. Branding concept and name change.
2. 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 30 minutes. Action may or may not be taken.

**Skagit County Auditor – Kevin Ware Oath of Office**

David Cunningham with the Skagit County Auditor's office was present to administer the Oath of Office to Kevin Ware for his office term as port commissioner, of District #1.

**Reconstitute the Board**

Patsy Martin reported that it is time to reconstitute the board effective January 1, 2008.

**COMMISSION ACTION: The commission elected the following offices to take effect January 1, 2008:**

**Jerry Kaufman – President  
Glenn Allen – Vice President  
Kevin Ware - Secretary**

**Public Communications**

Published articles noted by commission.

**Approval of Minutes**

**COMMISSION ACTION: The commission unanimously approved the minutes of the December 18, 2007 regular commission meeting.**

**Processing of Fiscal Matters**

**COMMISSION ACTION: The commission unanimously approved all warrants and vouchers as presented.**

**TENANT: BBIP; Woodinville Lumber, Inc. – Approve Building Plans**

Scott Peterson reported that Tri-County Truss, also known as Woodinville Lumber, Inc., is ready to proceed with construction of a building to house specialized equipment for their business. This new equipment will allow Tri-County Truss to become more efficient and competitive in the market place.

Scott Breckenridge of Tri-County Truss was present to answer questions on plans prepared by BTL Engineering dated 9/27/07. Also, Scott Breckenridge reported on working with Department of Labor and Industries' program called Voluntary Protection Program wherein their company met 33 elements of stringent safety requirements. Tri-County Truss had its final audit and has been given the highest rating "God Star." They will be awarded a flag to be flown at their site as a visual recognition of the achievement. A celebration is planned in late spring.

Discussion

**COMMISSION ACTION: The commission unanimously approved plans prepared by BTL Engineering dated 9/27/07 for Woodinville Lumber, Inc. to construct a building to house new equipment.**

**ADMIN: EDASC; Economic Forecast Dinner**

Patsy Martin reported that the EDSAC Economic Forecast Dinner is scheduled for February 21, 2008 at St. Joseph's Center in Mount Vernon, Wa. The evening begins with a 5:30 social hour with dinner and program to begin at 6:30 p.m.

Staff would like to know who plans to attend this event to purchase the necessary tickets.

Jerry Kaufman, Kevin & Kari Ware, Glenn & Jill Allen will attend.

**ADMIN: Beat the Heat Ad Hoc Committee**

Patsy Martin reported that she has received a letter from the Executive Board of Skagit Beat the Heat. This committee is deeply concerned about the changes and challenges that both climate and energy uncertainty may create for our community. They believe that Skagit County would be wise to prepare now to meet these challenges. As a part of that preparation they have requested the port sign, as a community leader, a statement that urges the Skagit County Commissioners to 1) immediately adopt a resolution affirming the need to be proactive in the face of climate change and fossil fuel transition, and 2) create a task force to develop a plan to ensure the long-term health and vitality of the Skagit County community.

Patsy requested commission input on this issue

Discussion.

The commission consensus is that the Port of Skagit County is sympathetic to the goals of Skagit Beat the Heat and hope that the county will work toward managing the changes that will occur. The commission requested staff send a letter of response stating the port's mission is economic development.

**ADMIN: State Auditor's Performance Audit; Port of Seattle**

Patsy Martin reported that she reviewed the state auditor's performance audit report regarding the Port of Seattle. Patsy anticipates meeting with port staff to review the state auditor's recommendations and current port policies.

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Discussion.

Kristin Garcia reported that overall the port is doing a good job; however staff will be looking over the report to see if anything can be gleaned for preventative measures.

**ADMIN: Swinomish Channel Dredging – Status Update**

Patsy Martin reported that \$467,000 has been appropriated for the US Army Corps of Engineers to dredge the high spots in the Swinomish Channel. Staff is excited that recent efforts along with Pacific Northwest Waterway Association (PNWA) and Senator Murray's office have encouraged this endeavor. The US Army Corp of Engineers has permitting in place and plans to begin dredging in July 2008. A press release was sent out to local newspapers, PNWA, Senator Murray, Senator Cantwell and Congressman Larson's offices announcing the appropriation of funds.

**AIRPORT: Roundtable Meeting 1/8/08; Beau Lodge – Event Report**

Patsy Martin reported that on January 8, 2008 the commission and staff attended an airport roundtable that included twenty-three attendees and nine commission and staff members. Staff felt the meeting was productive and successful and should be repeated in the future. Staff's goal was to listen to airport customers, tenants and interested parties' thoughts, ideas, concerns, needs and observations regarding the Skagit Regional Airport.

Over the next few weeks port staff will be distilling this information into a series of goals and action plans that will be presented and discussed at the port's strategic planning and retreat sessions scheduled for May.

Discussion

The commission suggested that a similar meeting with our industrial park tenants may be beneficial. Commission and staff agree and plan to host meetings in the future with its industrial and marina tenants.

**ASSOC: EDASC; 4<sup>th</sup> Quarter Billing and Reports**

Patsy Martin reported that we have received the EDASC 4<sup>th</sup> quarter billing and reports in the amount of \$7,500. Payment request was included in the vouchers.

**ASSOC: PNWA Mission to Washington D.C. – Status Update**

Patsy Martin reported that the Mission to Washington D.C. is scheduled for March 2-7, 2008. Staff has secured hotel reservations. It is time to determine who will be attending and secure flight reservations.

Commissioner Allen does not plan to attend. Commissioner Ware plans to attend if he is available. Commissioner Kaufman is undecided at this point in time.

The commission would like to thank PNWA and the Pacific Northwest delegation for their support in securing funds for the dredging of the Swinomish Channel and would like to provide funds in addition to port dues toward a PNWA activity in appreciation for their hard work.

**CONWAY: Skagit Watershed Council Inclusion of Property – Consideration of Inclusion**

Patsy Martin reported that we have been approached by three individuals with an interest in the Bell Pole property in Conway. One request included the purchase of the Conway property via grant money for a salmon enhancement program. The grant would be good for three years. Staff does not feel they can make

a commitment for property that is involved in a lease agreement. Patsy requested feedback from the commission on this issue.

The staff clarified that this is a grant to study a possible salmon enhancement program. The port would not be spending any money for the study to take place. The port would not be obligated by the results of the study. The commission does not have any problem with them completing the study but would like staff to make it clear that we in no way will be obligated by the results of the study.

Discussion of possible legal issues.

It was a consensus of the commission that they do not have a problem with them proceeding with the study but would like staff to make it known that this is an important piece of property to the port.

### **MARINA: Seattle Boat Show Update**

Patsy Martin reported that the Seattle Boat Show begins Thursday, January 24 and runs through Saturday, February 2. The Port of Skagit County will have a booth at the show. Move in day for the event is Monday, January 21. Scott Peterson, Paul Stannert and marina staff will attend and staff the booth. During the weekdays the event opens at 12 noon and on weekends 10 am. Commissioners are welcome and encouraged to staff the booth during hours they may be available. The port has an emphasis of "moorage available" and highlights the Town of La Conner. The La Conner Chamber will have materials available as well as a staff volunteer at the booth during one of the event days.

Discussion about several options for promotion of the port during the boat show.

**COMMISSION ACTION: The commission unanimously authorized the Executive Director to offer adjusted moorage rates at the La Conner Marina as incentives to raise occupancy rates at the La Conner Marina.**

### **ADMIN: Port of Skagit County Logo Selection (2007)**

Patsy Martin presented four (4) logo samples submitted by Meyer Sign & Advertising Co., Inc. and requested the commission give direction.

Commissioner Kaufman prefers #2 while Commissioners Allen and Ware prefer #3. (See packet file for Options 1-4; Meyer Sign & Advertising Co., Inc., dated 1/22/08).

Discussion of brand identification. The commission would like staff to check with a branding specialist to assure there are no reasons not to use the selected logo as well as think through the possibilities of branding. Staff plans to meet with a branding specialist next week.

Discussion regarding name change options. Port legal counsel advised that to change the name of the Port of Skagit County ten percent of the voters in the district need to petition to make a formal change. However, the port can develop trade names within the Port of Skagit County, i.e. Port of Skagit. Staff and legal counsel will research and submit necessary documents to use the trade name, "Port of Skagit."

### **ADMIN: 2008 Committee Assignments & Representatives and Port memberships – Determination of Committee Assignments**

Patsy Martin reported that it is time to determine committee assignments and port memberships for 2008.

**COMMISSION ACTION: The commission determined the following committee assignments to take effect January 1, 2008:**

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**Determination of committee assignments are as follows:**

**Committees**

EDASC Board  
 RTPO  
 SCOG  
 SCOG Revolving Loan Fund  
 WPPA Trustee  
  
 PNWA

**Port Representatives**

Patsy Martin  
 Jerry Kaufman  
 Jerry Kaufman  
 (Anacortes 2006-2008)  
 Kevin Ware  
 Alternate – Patsy Martin  
 Patsy Martin

**Other Organizations**

Mount Vernon Chamber  
 Burlington Chamber of Commerce  
 La Conner Chamber of Commerce  
 Sedro Woolley Chamber of Commerce  
 Concrete Chamber of Commerce  
 North Sound Port's Finance Officers  
 Pacific Coast Congress of Harbormasters  
 and Port Managers  
 Society of Wetland Scientists  
 Washington Airport Managers Assoc.  
 Washington Community Airport Assoc.  
 SASA  
 WPPA Committees  
     Aviation  
     Environmental  
     Finance  
     Legislative  
     Marina  
 Padilla Bay  
 Berry Dairy Days  
 Northwest Agricultural Research  
 Foundation  
 Skagit Island Counties Builders Assoc.  
 Skagitonians to Preserve Farmland  
 Skagit Valley Tulip Festival  
 Rotary International  
 Costco  
 Office of Minority Women  
 Skagit Valley Farm Tour  
 Skagit County Fair  
 Research & Education Fund –  
     Leadership Skagit  
 Planning Association  
 Dept. of General Administration –  
     State Purchasing  
 La Conner Smelt Derby  
 Board of Accountancy  
 La Conner Classic Yacht & Car Show

**Port Representatives**

Kristin Garcia  
 Debbie Hamilton  
 Paul Stannert  
 Glenn Allen  
  
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 Kristin Garcia  
  
 Paul Stannert  
 Sara Young  
 Bob Nord, Scott Peterson  
 Kevin Ware, Bob Nord  
 Kevin Ware  
  
 Bob Nord, Kevin Ware, Scott Peterson  
 Sara Young  
 Kristin Garcia  
 Patsy Martin  
 Paul Stannert, Scott Peterson  
 Patsy Martin  
  
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 Patsy Martin  
  
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 Scott Peterson, Glenn Allen, Patsy Martin  
 N/A  
 N/A  
 Patsy Martin  
 Jerry Kaufman, Patsy Martin  
  
 Kristin Garcia  
 Sara Young  
  
 Scott Peterson  
 Paul Stannert  
 Kristin Garcia  
 Paul Stannert

Puget Sound Junior Livestock  
Community Trade & Economic  
Development  
Northwest Marine Trade Association  
Other

Jerry Kaufman  
Patsy Martin  
Paul Stannert  
N/A

**ADMIN: Executive Director Authority (2008) – Adopt Resolution**

Patsy Martin reported that the commission adopted Resolution No. 07-02 which generally sets forth the authority delegated to the executive director and staff on January 17, 2007. It is appropriate to review the executive director authority on an annual basis to address the needs for the port. To that end, staff prepared a resolution for review and consideration by the commission.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 08-01 which generally sets forth the authority delegated to the executive director and staff.**

**ADMIN: Adopt Illicit Discharge Policy (2008)**

Sara Young reported that the port is currently under a Phase II Municipal Stormwater Permit administered by the State of Washington Department of Ecology. The permit requires that all permittees adopt policies prohibiting illicit discharges. The purpose of the policy is to protect public health and water quality by prohibiting unauthorized or improperly treated non-stormwater discharges to the port's stormwater system. The policy establishes enforcement procedures including verbal and written notifications to tenants with time allowed for compliance, escalating to lease termination for severe and flagrant violations.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 08-02 establishing an illicit discharge stormwater policy.**

**AIRPORT: Northwest Quadrant Wetland Delineation – Approve Budget**

Patsy Martin reported that at the October 2, 2007 commission work session, the port commission authorized a budget of \$50,000 to complete a wetland delineation and topographic survey of the northwest quadrant of the BBIP property in response to interest in potential development of a future emergency response training center there.

Sara Young reported that cost estimates to perform this work indicate that a wetland delineation and topographic survey of the entire northwest quadrant area would cost approximately \$134,050.

Discussion of the current staff recommendation to delineate and survey only the 100-acre area vs. completing wetland and survey worked for the remainder of the northwest quadrant.

**COMMISSION ACTION: The commission unanimously authorized up to \$135,000 to complete the entire NW Quadrant survey to be completed by Aqua Terra and Leonard, Boudinot & Skodje.**

**AIRPORT: Runway 10-28 and Taxiway A Rehabilitation; Consultant Services Contract; David Evans and Associates, Inc. – Approve Contract**

Scott Peterson reported the port's capital facilities plan for 2010 consists of the Runway 10/28 Repair/Rehabilitation pavement maintenance project. In discussing this project, the development team has decided to combine the design work for this project with the design work for the Taxiway A Rehabilitation project scheduled for 2011. These projects are vital to Skagit Regional Airport for continued economic growth and combining the design work will save the port money.

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In discussing these projects with the FAA, timing has become a concern to port staff in terms of FAA funding. Staff is reasonably certain that funding will be available for 2010 (95%) if the design for this project is complete and the port is ready to proceed with construction prior to January 1, 2010.

In 2004 staff went through an airport engineer selection process and selected David Evans and Associates for a five year period. Since this project is inside the time stated in its Master Contract Agreement with David Evans and Associates staff recommended the commission approve a consultant services contract to complete the design phase for these projects so the port will be ready for construction in 2010 for Runway 10/28 and 2011 for Taxiway A in the amount of \$324,727.70. Staff is now reviewing A & E selection procedures to ensure that the port is in compliance with Washington State regulations.

**COMMISSION ACTION: The commission unanimously approved a consultant services contract with David Evans and Associates in the amount of \$324,727.70.**

**AIRPORT: Underground Fuel Storage Tank Removal; Consultant Services Contract; David Evans and Associates, Inc. – Approve Contract**

Scott Peterson reported that the port's Capital Facilities Plan for 2009 provides for the port's underground storage tank removal. Corporate Air Center currently operates this fuel facility and will be moving to the new fuel tank farm located further north to the current facility. Staff recommended that the commission approve a consultant services contract with David Evans and Associates to design and manage this project in 2008 in an amount not to exceed \$28,657.90.

**COMMISSION ACTION: The commission unanimously approved a consultant services contract with David Evans and Associates to design and manage the underground fuel storage tank removal project in an amount not to exceed \$28,657.90**

**MARINA: Abandoned Boats, Sale of Abandoned Vessel – Adopt Resolution**

Patsy Martin reported that the vessel named "Pianissimo" described as a 1959 31' Chris Craft, registration number WN 7858 F, has been secured for greater than 90 days for delinquent payment of port charges. The owner has been notified as required by Section 6 of the La Conner Marina Rules and Regulations. The vessel has not been released to its owners as the account has not been brought current as of January 15, 2008 nor have arrangements been made for the removal of the vessel from the moorage facility.

Staff recommended the commission adopt Resolution No. 08-03 authorizing the sale of an abandoned vessel, "Pianissimo" described as a 31' Chris Craft, hull identification No. WN7858F.

**COMMISSION ACTION: The commission unanimously adopted Resolution No. 08-03 authorizing the sale of abandoned vessel, "Pianissimo" described as a 31' Chris Craft, Hull identification number WN7858F.**

**RECESS REGULAR MEETING**

The regular meeting recessed at 6:49 p.m.

**IDC MEETING**

The commission entered into the annual IDC Board Meeting at 6:50 p.m.

**ADJOURNMENT**

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The IDC meeting adjourned at 6:50 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting was reconvened at 6:51 p.m.

**EXECUTIVE SESSION**

The commission entered into executive session at 7:05 p.m. The commission expects to return from executive session by 7:30 p.m. Approx. 30 minutes. Brad Furlong, port attorney was present.

Brad Furlong stepped out to say executive session will be extended another 30 minutes.

The executive session ended at 8:02 p.m.

**RECONVENE REGULAR MEETING**

The regular meeting was reconvened at 8:03 p.m.

**COMMISSION ACTION:** The commission unanimously waived contingencies and authorized staff to close the purchase of Concorde Group Aviation on January 31, 2008 and authorized the executive director to take such further actions to close this transaction.

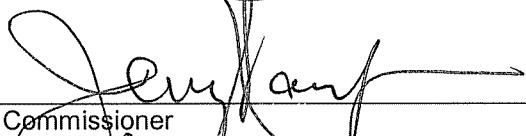
**COMMISSION ACTION:** The commission unanimously directed staff to move forward to execute a lease on terms discussed with Tim Lewis on January 31, 2008 and authorized staff to take such further actions to close the transaction.

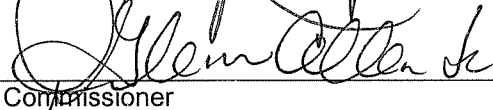
**ADJOURNMENT**

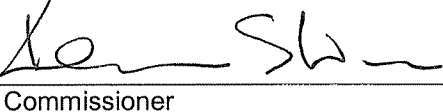
The commission adjourned the regular meeting at 8:05 p.m.

ADOPTED IN OPEN SESSION this 19th day of February, 2008 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: January 15, 2008, 5:00 PM**

Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?
Scott Breckenridge Tsi - County Truss		360 507 3331	Y/N Mable
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N