

PORT OF SKAGIT COUNTY

Regular meeting of the Port Commission

Tuesday, June 5, 2008 9:00 AM

MINUTES

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware
Staff - Patsy Martin, Kristin Garcia, Karmen Hardy, Paul Stannert, Debbie Hamilton and Brad Furlong
Others - See Attached

Changes or additions to the agenda as follows:

An executive session was held to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. The executive session is expected to be 30 minutes. Action may or may not be taken.

Public Communications

Published articles noted by commission.

Approval of Minutes

COMMISSION ACTION: The commission unanimously approved the minutes of the May 20, 2008 regular commission meeting.

Fiscal Matters

No voucher review or approval due to meeting date change.

ADMIN: 2008 Budget; Authorize Budget Increase – Predesign Marina Redevelopment – Authorize Increase

Kristin Garcia reported that the 2008 budget contains authorization to spend \$50,000 on pre-design work for the marina redevelopment project. As part of the selection process to hire a consultant, four firms were solicited to provide proposals on a scope of work fitting into our \$50,000 budget. After conducting interviews with each consultant, it was determined the scope of work needed to complete this project appropriately, would not fit within the original budget amount. It was identified that additional work such as; a phase one environmental review, geotechnical analysis, a detailed topographical and bathymetric survey, and a full utility locate survey would be needed as part of the pre-design process. In order to acquire these services, staff is requesting an increase of \$125,000 to bring the total project budget to \$175,000.

The full scope of services to be provided within the requested budget amount of \$175,000 include; in-water concept design, economic analysis, phase one environmental review, upland review and design, a geotechnical analysis, and a topographical, bathymetric, and utility locate survey. Staff feels the scope of work defined within the \$175,000 budget parameter would provide essential information necessary to continue with the next phase of the design process.

COMMISSION ACTION: The commission unanimously approved a budget increase of \$125,000 for the Marina pre-design redevelopment project.

ADMIN: Leasing Policy (2008) – Amend Leasing Policy

Scott Peterson reported that in December 2007, the commission adopted a new leasing policy. Staff has been working with Walt Meagher of Windermere Real Estate on the land values for Divisions 5 and 7. Mr. Meagher has determined the value of these lots at \$4.75 per square foot. Staff is recommending the following new schedule of values:

<u>Airport/BBIP</u>	
With taxiway access	\$4.50/SF
Without taxiway access – BBIP, Light Industrial	\$4.00/SF
Without taxiway access – Divisions 5 and 7, Heavy Industrial	\$4.75/SF
Agriculture zoned acreage*	\$9,000/acre
<u>La Conner Marina land</u>	
Functional access to water	\$7.50/SF
Without functional access to water	\$6.25/SF

COMMISSION ACTION: The commission unanimously adopted Resolution #08-15 which will amend the leasing policy pending technical edits by staff and legal counsel.

ADMIN: Real Estate Listings; Listing Agreement; Buildings (2008) Walt Meagher – Approve Agreement

Scott Peterson reported that over the last several years the Port of Skagit County has been working to relocate FedEx to the Methow Building. Staff feels that Walt Meagher would be a valuable component in dealing with FedEx at this point in time.

COMMISSION ACTION: The commission unanimously approved entering into a listing agreement with Walt Meagher of Windermere Real Estate for the relocation of FedEx into the Methow Aviation building.

ADMIN: Real Estate Listings; Listing Agreement; Land (2008); Walt Meagher – Approve Agreement

Scott Peterson reported that the Port of Skagit County entered into an exclusive lease listing agreement with Walt Meagher of Windermere Real Estate on July 27, 2006, for land located in Divisions 5 and 7. This agreement expired on August 31, 2007.

Walt has determined the lease value of each lot in Divisions 5 & 7 and staff feels the Port would benefit if Walt Meagher assisted in marketing these lots. Staff has informed Mr. Meagher that Northwest Agriculture Business Center will be excluded from this listing. The new listing agreement will expire on June 1, 2009.

COMMISSION ACTION: The commission unanimously approved entering into an exclusive listing agreement for Divisions 5 & 7 with Walt Meagher of Windermere Real Estate.

ASSOC: Northwest Agriculture Business Center; CERB Application (2008) – Adopt Resolution

Kristin Garcia reported that the Port was approached by the Northwest Agriculture Business Center (NABC) to apply for a CERB grant, on their behalf, to conduct an economic impact feasibility study and site pre-development analysis. The Northwest Agriculture Business Center is interested in constructing a food processing and development facility located on Port property near the intersection of Farm to Market Road and Ovenell.

The planning and feasibility study, conducted by NABC, will support the viability of constructing a regional processing and product development center. The terms of the grant require NABC to 1) determine the specific requirements for the project (construction of the processing facility), 2) creation of protocols and operating procedures for the facility, 3) creation of flow charts and equipment requirements, 4) completion of a financial analysis, and 5) delivery of two original copies of the feasibility study to be completed by October 31, 2008.

NABC has already been conducting work on the impact study and it is likely there are three tenants secured for the facility, Pleasant Valley Farms, Whole Baby Foods, and Skagit Apple Growers. The project will support a need within the local agricultural community and will provide jobs.

The total estimated cost of the feasibility study is \$90,000, \$45,000 of which is funded through the CERB grant and \$45,000 is a local match from NABC. The Port will have no monetary investment in this project. The Port's responsibility under the grant will be to ensure compliance of the grant's provisions and to submit for cost reimbursements on behalf of NABC.

COMMISSION ACTION: The commission unanimously adopted Resolution No. 08- 16 which will accept a grant of \$45,000 from the Community Economic Revitalization Board (CERB) for an economic impact feasibility study and site pre-development planning grant.

RECESS REGULAR MEETING

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

EXECUTIVE SESSION

An executive session was held to discuss the possible sale, purchase or lease of property the public discussion of which could affect the price. The executive session is expected to be 30 minutes and started at 10:30 a.m. The commission expects to return from executive session by 11:00 a.m. Action may or may not be taken.

The executive session ended at 11:05 a.m.

RECONVENE REGULAR MEETING

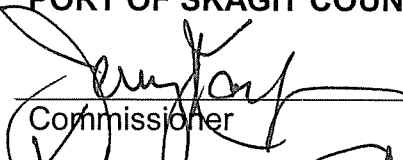
The regular meeting was reconvened at 11:06 a.m.

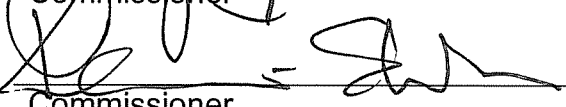
No action taken.

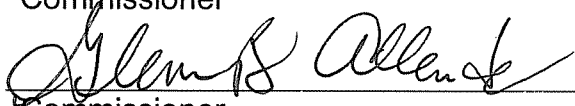
ADJOURNMENT

The commission adjourned the regular meeting at 11:07 a.m.

ADOPTED IN OPEN SESSION this 8th day of July, 2008 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY


Commissioner


Commissioner


Commissioner

