

PORT OF SKAGIT COUNTY

Regular meeting of the Port Commission

Tuesday, September 23, 2008 5:00 PM

MINUTES

PRESENT: Commission - Glenn Allen, Jerry Kaufman and Kevin Ware

Staff - Patsy Martin, Scott Peterson, Sara Young, Kristin Garcia, Bob Nord, Karmen Hardy, Paul Stannert, Colleen Powell, Mary Jo Newbury and Debbie Hamilton

Others - Brad Furlong, Walt Meagher, Jay Findlay, Julie Hubner, and Don Wick

Changes or additions to the agenda as follows:

1. TENANT: Airport; Dean Holt Construction, Lot 72 Wait List – Approve Addition to Wait List
2. HOPPER RD: Drainage LID (1996); Stormwater Pump Station; Bond (2001)

Public Communications

Published articles noted by commission.

Approval of Minutes

COMMISSION ACTION: The commission unanimously approved the minutes of the August 12, 2008 regular meeting.

Fiscal Matters

COMMISSION ACTION: The commission unanimously approved August, 2008 & September, 2008 vouchers as presented.

Open Forum

No issues discussed during open forum.

NEW BUSINESS

AIRPORT: Fly In and Airshow (2009)

Jay Findlay reported that it is time to begin preparations for the Tulip Festival Fly In and Airshow. Since 2005 Skagit Airport Support Association (SASA), port commission and staff have joined together in an effort to provide a Fly In & Airshow for the community. This event is held every two years in conjunction with the Tulip Festival. The Fly In & Airshow is scheduled for April 25, 2009.

Jay presented the proposed 2009 Fly In & Airshow budget to the commission.

Discussion

COMMISSION ACTION: The commission unanimously approved a total budget of \$34,805.00 for the 2009 Tulip Festival Fly In and Airshow; \$24,610 from port funds and \$10,195.00 from Skagit Airport Support Association (SASA).

ADMIN: EDASC Service Agreement (2008) – Approve Agreement

Patsy Martin reported that EDASC is asking for the renewal of their contract with the Port of Skagit County for the year 2009 in the amount of \$30,000. This contract provides marketing services, business counseling, technical assistance, resources to provide technical assistance to the Skagit County Latino business community, trade development and many other economic development activities.

Don Wick, executive director of EDASC, was present to provide an update on EDASC 2008 activity.

COMMISSION ACTION: The commission unanimously approved the 2009 contract for EDASC in the amount of \$30,000.

STAFF REPORTS

ADMIN: 2007 Audit – Update (Oral)

Kristin Garcia reported to the commission that the 2007 audit to be completed by the Washington State Auditor's office will begin approximately October 20, 2008.

Discussion

ADMIN: Crosswinds Restaurant; Intent to Lease – Update (Oral)

Scott Peterson gave an oral report on the status of the Intent to Lease of the former Crosswinds Restaurant.

ADMIN: Service Award; Employees (2003 – Current) – Paul Stannert – 5 Years

Kristin Garcia reported that Paul Stannert was hired on September 16, 2003. He has earned a five (5) year service award.

ADMIN: Use Permits; Burlington-Edison School District (2002 – Current)

Mary Jo Newbury reported that the Burlington Edison High School cross country team has been using the port trails since 2001 for one to two meets a year. They plan to hold a meet on port property on October 8, 2008.

ADMIN: Use Permits; MS 150 Bike Tour (2008 – Current)

Mary Jo Newbury reported that the MS 150 event outgrew the La Conner Marina parking lot. The organizers of the event requested a rest stop where cyclists can pull off for snacks, water and/or a restroom break. The Holloman Group and Airport Deli parking lot was made available. The event was held September 14, 2008.

MARINA: South Basin Bulkhead Erosion Repair Project (2008) – Status Update

Bob Nord reported that construction to repair damage to an existing concrete block wall located at the La Conner Marina South Basin began on June 16, 2008. Construction was completed and project work accepted on July 3, 2008. The project was completed under the allowed budget in the amount of \$66,307.21.

MARINA: Monthly Occupancy Report; Month Ending September 15, 2008 – Update (Oral)

Paul Stannert reviewed the Monthly Occupancy Report, Month ending September 15, 2008.

Discussion

MARINA: Swinomish Channel Corps Maintenance Dredging (2008) – Update (Oral)

Patsy Martin reported on her recent trip to Washington D.C. to pursue funds for the dredging of the Swinomish Channel.

NEW BUSINESS

HOPPER RD: Drainage LID (1996); Stormwater Pump Station; Bond (2001)

Kristin Garcia reported to the commission the status of the Port of Skagit County Local Improvement District No. 97-1 Bonds, 2001 and is requesting the commission redeem the bonds.

COMMISSION ACTION: The commission unanimously authorized staff to notify the Skagit County Treasurer to call Port of Skagit County, Washington Local Improvement District No. 97-1 Bonds, 2001, Numbers 78-90.

ADMIN: Budget; 2009 – Approve Budget Schedule

Kristin Garcia reviewed the proposed 2009 Budget schedule. The public hearing for comments on the 2009 Budget is set for October 21, 2008.

ADMIN: Personnel Policy; Drug Free Workplace – Adopt Policy

Kristin Garcia reported that current port Drug Free Workplace policy offers little mention of drug testing. To ensure compliance with the Department of Transportation (DOT) testing of Commercial Driver's License (CDL) and DOT requirement for a policy to be in place staff is requesting the commission add language that will amend the Port's Personnel Policy.

The commission requested Kristin Garcia and Brad Furlong investigate state and federal requirements and laws for the testing of all port staff.

COMMISSION ACTION: The commission unanimously approved adding the following text to the existing Drug Free Workplace policy:

Port employees who hold a commercial driver's license (CDL) and who operate commercial motor vehicles while employed by the port are subject to additional rules and regulations imposed by the federal government. These regulations require a drug screening urinalysis and an alcohol screening breath test in the following circumstances:

- a) Pre-employment;**
- b) Reasonable suspicion;**
- c) Post-accident;**
- d) Return to duty testing; and**
- e) Random testing**

CDL holders who test positive for the use of drugs and illegal substances must be removed from service and are subject to discipline up to and including termination.

AIRPORT: Taxiway A Crack Seal Project – Accept Project as Complete

Kristin Garcia reported that the Taxiway A Crack Seal Project was completed on September 15, 2008. The project exceeded the original budget amount of \$51,400. Staff recommends the commission accept the Taxiway A Crack Seal Project as complete in the amount of \$76,144.80.

The commission would like staff to investigate the possible purchase of equipment to enable maintenance staff to apply crack seal on future asphalt maintenance projects.

COMMISSION ACTION: The commission unanimously accepted the Taxiway A Crack Seal Project as complete in the total budget amount of \$76,144.80.

EASEMENT: Black Rock; Fiber Optic Cable at La Conner Marina (2008) – Approve Easement

Sara Young reported that Black Rock Cable has requested an easement from the port to install underground fiber optic conduit to the Pacific Mariner building at the marina. Included in this request is authorization for the executive director to enter into future easements as necessary to provide fiber optic service to the marina office.

COMMISSION ACTION: The commission unanimously approved granting an easement to Black Rock Cable for installation of underground fiber optic conduit at the marina and to include this easement agreement in the Westport Lease Agreement.

TENANT: Marina; John Simon – Account Number 8225; Write Off Bad Debt – Adopt Resolution

Kristin Garcia discussed the details to write off debt in the amount of \$3,257.97 for delinquent charges by marina moorage tenant John Simon.

COMMISSION ACTION: The commission unanimously adopted Resolution Number 08-20 which writes off debts owed to the Port of Skagit County in the amount of \$3,257.97.

TENANT: Airport; Dean Holt Construction, Lot 72 Wait List

Scott Peterson reported that at the December 18, 2007 regular business meeting of the port commission, staff identified individuals who had requested to be placed on a waitlist for

development of Lot 72. Staff failed to identify Dean Holt as one of the parties requesting to be placed on the list.

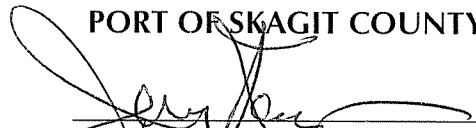
Discussion

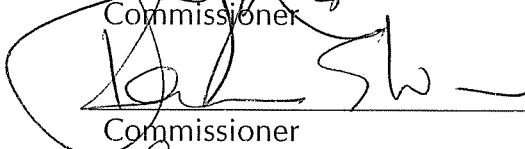
COMMISSION ACTION: The commission approved adding Dean Holt to the waitlist for the development of Lot 72 retroactive to the date the request was originally received by the port.

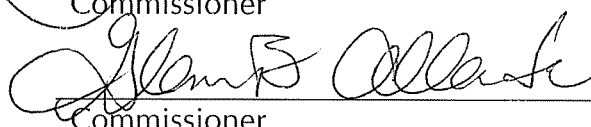
ADJOURNMENT

The commission adjourned the regular meeting at 6:30 p.m.

ADOPTED IN OPEN SESSION this 21st day of October, 2008 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY


Commissioner


Commissioner


Commissioner



**Port of Skagit County
Commission Regular Meeting
Date: September 23, 2008, 5:00 PM**



Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?
JAN FINDLAY SASA	1630 Lookout Ln Bow	766-7029	Y/N
Julie Hulme SASA	1525 Cuedonut Ridge Dr. Bow	766-7800	Y/N
Mike Powell	1212 19th St Anacortes	360 542 4123	Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N