



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, May 9, 2017 – 2:00 PM

Port of Skagit Hearing Room – 15400 Airport Drive, Burlington, WA 98233

MINUTES

PRESENT: Commission - Kevin Ware, Steve Omdal and Bill Shuler

Staff - Patsy Martin, Scott Peterson, Sara Young, Greg Thramer, Brady Rowe, Jodee Peace, Karmen Hardy, Kody Skvaril and Debbie Hamilton

Legal Counsel – Brad Furlong

Others - See Sign-in Sheet

CALL TO ORDER

Steve Omdal called to order the May 9, 2017 regular meeting of the port commission.

The commission moved to amend the agenda as follows:

1. Swinomish Indian Tribal Community's (SITC) proposed Constitutional Amendments – Approve Letter of Support
2. **Add to Consent Agenda** - BBP: 2016 Pavement & Concrete Repairs; Aircraft Wash-down Facility; Oceanside Construction, Inc. Contract: Contaminated Soil, Additional Asphalt and Concrete – Approve Change Order
3. **Update Packet Memo** – PUB AGEN: Port of Ridgefield, Port of Skagit and Port of Whitman County; Interlocal Agreement Regarding Telecommunications Services – Approve Interlocal Agreement
4. Remove Executive Session from the Agenda

CONSENT AGENDA

Public Communications

April 11, 2017 Regular Meeting Minutes

April 12, 2017 Strategic Planning Summary

April 19, 2017 Special Meeting Minutes & Strategic Planning Summary

Fiscal Report

ADMIN: Amend Adopted Resolution No. 17-08, Personnel Policy to Establish Paydays

BBP: 2016 Pavement & Concrete Repairs, Aircraft Wash-down Facility; Oceanside Construction, Inc. Contract: Contaminated Soil, Additional Asphalt and Concrete – Approve Change Order

MARINA: Occupancy Report; Month Ending April 30, 2017

Swinomish Indian Tribal Community's (SITC) proposed Constitutional Amendments – Approve Letter of Support

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the May 9, 2017 consent agenda.

OPEN FORUM - *In the interest of time, public testimony will be limited to 3 minutes. The chair has discretion to limit time & number of persons speaking.*

Commissioner Omdal opened the floor for public comment.

Hearing none, the floor was closed.

STAFF REPORTS

ADMIN: Targeted Community Partnership Program, Concrete Chamber of Commerce; KSVU Radio (2016) Presentation

Patsy Martin introduced Erma Baude, Valerie Stafford and Carol Monteith who were present to thank the port commission for \$6,000 funding support through a Targeted Community Partnership Program grant and to provide a status update.

Funding support has enabled KSVU Radio to expand from 350 watts to 2,050 watts thus, accomplishing a greater reach to up-river communities. Skagit Valley College assisted with KSVU's tower rent in 2016 and will no longer be able to do so. The extended tower wattage is having a positive impact on economic development.

Erma Baude then asked the commission if they would be able to provide continued funding of \$6,000.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved that the commission approve grant funding through the Targeted Community Partnership Program in the amount of \$6,000 to begin October 2017 and authorize an additional \$4,000 if KSVU staff can raise a \$4,000 match from private sector businesses. Commissioner Bill Shuler seconded. Motion carried unanimously.

NEW BUSINESS

ADMIN: Deposit Timeline Policy (2017) – Adopt Resolution

Greg Thramer reported per RCW 43.09.240 monies collected by local governments must be deposited within twenty-four (24) hours. In certain cases the daily requirement can be extended up to a full week.

Merchant card services, Xpress Bill Pay, lock box collection services and other miscellaneous services may not be deposited in 24 hours, but funds are always deposited within a week of collection.

Staff recommends the commission approve a Resolution which will authorize the port's administrative office, marina office, merchant card service provider and on-line lock box service provider to make weekly cash deposits at the discretion of the finance director in the event daily transfers are not practical or feasible in accordance with RCW 43.09.240.

COMMISSION ACTION: Commissioner Bill Shuler moved to adopt Resolution 17-15 establishing deposit timelines. Commissioner Kevin Ware seconded. Motion carried unanimously.

PUB AGEN: Cooperative Port Broadband Interlocal Agreement – Approve Interlocal Agreement

Sara Young reported that the Port of Anacortes, Port of Bellingham, Port of Ilwaco, Port of Ridgefield, Port of Skagit, Port of Whitman County and Port of Woodland have existing broadband authority pursuant to RCW 53.08.370 and are desirous of supporting a state-wide collaboration regarding port broadband efforts.

These ports agree to collaborate on:

- (1) Federal efforts on refunding the Broadband Telecommunications Opportunity Program (BTOP);
- (2) state efforts to revise the port/state authority to be more efficient and streamlined.
- (3) Establishing regional plans for their respective communities; and
- (4) openly communicating and sharing with their systems and communicating with each other before they make individual state or federal requests pertaining to their broadband system.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved the commission approve an Interlocal agreement between Port of Anacortes, Port of Bellingham, Port of Ilwaco, Port of Ridgefield, Port of Skagit, Port of Whitman County and Port of Woodland to collaborate on broadband pursuits in the State of Washington (Port of Skagit contribution \$10,000). Commissioner Bill Shuler seconded. Motion carried unanimously.

PUB AGEN: Port of Ridgefield, Port of Skagit and Port of Whitman County; Interlocal Agreement Regarding Telecommunications Services – Approve Interlocal Agreement

Sara Young reported that the Ports of Ridgefield, Skagit and Whitman wish to work together to explore and undertake opportunities for cooperative arrangements and joint activities for the delivery of telecommunication services to support commerce and economic and community development within their districts.

They wish to:

- (1) evaluate the feasibility of building a Port coalition for a port fiber optics backbone;
- (2) engage consultants as deemed necessary in evaluating the various models, strategies and joint actions to be considered and
- (3) consider organizational models for cooperative relationships and joint actions to improve the delivery of telecommunications services within each district.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve Interlocal Agreement between the Port of Ridgefield, Port of Skagit County and Port of Whitman County to collaborate regarding the planning, development, construction, operation and maintenance of telecommunications services and facilities; and approve \$100,000 for continued broadband feasibility study. Commissioner Bill Shuler seconded. Motion carried unanimously.

PUB AGEN: Port of Skagit/Public Utility District No. 1 of Skagit County; Interlocal Agreement for Joint Construction and Management of Fiber Optic Infrastructure in Skagit County – Approve Interlocal Agreement

Sara Young reported that Washington state statute grants authority to the Port and PUD No. 1 of Skagit County to construct, purchase, acquire, develop, finance, lease, license, handle, provide, add to, contract for, interconnect, alter, improve, repair, operate and maintain telecommunications facilities within or without the Port district's limits for its own use and/or for the provision of wholesale telecommunications services. It also allows each entity to enter into contracts with other municipal entities to exercise joint powers conferred upon each entity.

The Port of Skagit and PUD are seeking to form a cooperative relationship that will facilitate the construction, ownership and management of an open access fiber optic backbone throughout Skagit County for the benefit of Skagit County citizens and businesses.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve an Interlocal Agreement between the Port of Skagit County and Public Utility District No. 1 of Skagit County for joint construction and management of fiber optic infrastructure in Skagit County. Commissioner Bill Shuler seconded. Motion carried unanimously.

GOOD OF THE ORDER – *In the interest of time, public testimony will be limited to 3 minutes. The chair has discretion to limit time & number of persons speaking.*

Commissioner Omdal opened the floor for comment.

Hearing none, floor was closed.

RECESS TO A TIME CERTAIN

The commission recessed the meeting at 2:30 p.m. to a time certain.

The commission will reconvene at 3:30 p.m. for a stakeholder meeting regarding a countywide fiber optic strategic plan and discussion.

RECONVENE

The commission meeting reconvened at 3:30 p.m.

Attendees: Commissioner Steve Omdal (POS), Commissioner Bill Shuler (POS), Patsy Martin (POS), Sara Young (POS), Debbie Hamilton (POS), Karmen Hardy (POS), Greg Thrasher (POS), Brad Furlong (POS), John Doyle (Town of La Conner), John Sternlicht (EDASC), Commissioner Ron Wesen (SC), Gary Chrysler (PUD), Mike Almvig (SC), Kim Kleppe (MV), Mayor Jill Boudreau (MV), Mayor Steve Sexton (Burl), Geoff Almvig (SC), Tim Holloran (SC), Bryan Harrison (Burl), Geoff Hawes (Burl), George Sidhu (PUD), Robbie Robertson (PUD), Anthony Esposito (POA), Fred Buchenmeyer (Anacortes), Matt Reynolds (Anacortes), Eric (Rick) Archuletta (Concrete) and Mayor Joan Cromley (Hamilton).

MEETING OBJECTIVES

- 1) Present the countywide fiber optic strategic plan
- 2) Provide an opportunity for feedback and discussion regarding the plan
- 3) Identify areas for partnership and coordination moving forward, taking into account individual and collective goals.

WELCOME AND INTRODUCTIONS – Patsy Martin (POS)

FACILITATOR – John Sternlicht (EDASC)

1. Discussion from Constituents

IMPLEMENTATION CONCEPTS

2. Management
3. Finances
4. Ownership
5. Revenue Stream

REVIEW SKAGIT COUNTY COMMUNITY FIBER OPTIC NETWORK STRATEGIC PLAN – Sara Young (POS)

Discussion

REVIEW POLICY RECOMMENDATIONS

OPPORTUNITIES FOR PARTNERSHIP

NEXT STEPS

ADJOURNMENT

The regular commission meeting ended at 4:55 p.m.

ADOPTED IN OPEN SESSION this 13th day of June, 2017 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY



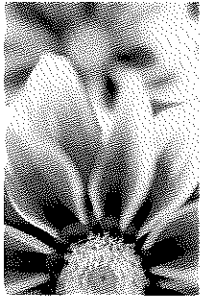
Commissioner



Commissioner



Commissioner



Port of Skagit
Regular Commission Meeting
Date: May 9, 2017, 2:00 PM



Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?
CAROL MONTEITH KSVU RADIO	7838 Superior Way Concrete, WA 98237	(360) 656-5520	Y/N
Valene Stafford	Concrete Chamber	360 466-8754	Y/N
ERMA BAUDE	KSVU - Concrete	360 826-4910	Y/N
FRANK			Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N