



Port of Skagit

Regular Meeting of the Port Commission Tuesday, May 12, 2020 – 2:00 PM

This regular business meeting of the Port Commission was changed to an online video/telephone conference meeting instead of specific location. This change met both the Open Public Meetings Act and COVID-19 social distancing requirement announced by the Governor in the Amended and Extended Proclamation 20-28.1, 20-28.2 and 20.28.3 in effect until June 17, 2020.

MINUTES

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

Staff - Patsy Martin, Sara Young, Scott Peterson, Greg Thramer, Brad Furlong, Linda Tyler, Brady Rowe, Andrew Enrikin, Heather Rogerson, Sarah Hastings, Karmen Hardy, Darla Pyke, Maria Miramontes, Keith Love, Sherrie Marble, Ian Johnson and Debbie Hamilton

Others - Wayne Carpenter and Zach Battle. No sign-in sheet.

CALL TO ORDER

Steve Omdal called to order the April 10, 2020 regular meeting of the port commission.

1. Necessary and Routine Matters

CHANGES/ADDITIONS TO THE AGENDA

No changes to the agenda.

CONSENT AGENDA

Public Communications
April Meeting Minutes; April 14, 2020
Fiscal Report – April 2020
BBP: Lot 24 Development; CERB Committed Private Partner Construction Program Grant (2020) – Adopt Resolution #20-16
MARINA: Monthly Occupancy Report; Month Ending April 30, 2020
SWIFT: Ecology Remedial Action Grant (2020) – Ratify Grant Acceptance

The following voucher/warrants/electronic payments are approved for payment:

Payroll Warrants

Warrant #048856 and #085794 in the amount of \$3,172.60 for a pay date of April 6, 2020.
Warrant #085870 through # 085872 in the amount of \$4,339.25 for a pay date of April 21, 2020.
Payroll direct deposit D4062001 through D4062039 in the amount of \$80,668.38 dated April 6, 2020.
Payroll direct deposit D4212001 through D4212038 in the amount of \$80,358.01 dated April 21, 2020.

General Fund Accounts Payable Warrants

Warrant #085795 through #085827 in the amount of \$319,780.05 for a pay date of April 3, 2020.
Warrant #085828 through #085869 in the amount of \$116,367.18 for a pay date of April 10, 2020.
Warrant #085873 through #085909 in the amount of \$309,060.76 for a pay date of April 17, 2020.
Warrant #085910 through #085964 in the amount of \$332,192.69 for a pay date of April 27, 2020.

Wire Transfer Payments

None.

Grand total of approved warrants issued through April 30, 2020 is in the amount of \$ 1,245,938.92.

COMMISSION ACTION: The commission unanimously approved the 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.

No comments during open forum.

NEW BUSINESS

AIRPORT: Lot 72 Apron Improvement Project; Contract Process (2020) – Authorize Award of Contract
Sara Young reported the Port published call for bids for the Lot 72 Apron Improvement project on April 16, 2020 and April 23, 2020. Bids will be received until May 14, 2020 and due to COVID-19 will be opened and read aloud via conference call at 3:00 p.m. on the same date.

This project includes three FAA-funded and one Port-funded base bid schedule to construct and new apron pavement section and associated site improvements including drainage and sewer force main relocation to serve new hangar development on Lot 72 at Skagit Regional Airport. The engineer’s estimate for the project is between \$4.6 - \$5.1 million. The Port is expecting a total of \$5 million in FAA Airport Improvement Program funding for the project which will be issued through two different grants.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to:

1. **Authorize award of contract to the lowest responsive, responsible bidder for the construction of the Lot 72 Apron Improvements Project (including all base bid schedules and sales tax), provided:**
 - A. **The total cost of FAA-funded bid schedules does not exceed anticipated FAA funding plus Port matching funds; and**
 - B. **The total cost of non-FAA-Funded bid schedule is within available Port funds; and**
 - C. **The FAA concurs with the contract award.**
2. **Authorize the Executive Director and staff to take all steps necessary to carry out the intent of the action.**

Commissioner Shuler seconded. Motion carried unanimously.

TENANT: Marina; Mavrik Marine, 780 E. Pearle Jensen Way; Lease dated June 1, 2012 – Approve Restated Lease

Patsy Martin reported that Mavrik Marine, Inc. wishes to enter into a restated lease agreement with the Port of Skagit for Lots 1, 13 and 14 of a portion of Government Lot 5, Section 25, T34N, Range 2E, W.M. The

term of the lease will begin on closing of transaction and end June 30, 2038, with two (2) ten (10) year option periods.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to approve a restated lease between the Port of Skagit and Mavrik Marine, Inc., for Lots 1, 13 and 14 of a portion of government Lot 5, Section 25, T34N, Range 2E, W.M.; term beginning June 1, 2020 and ending May 31, 2040, with two (2) ten (10) year option periods. Commissioner Shuler seconded. Motion carried unanimously.

STAFF REPORTS

ADMIN: COVID-19 (2020) – Information (Oral)

Patsy Martin reported that staff is working on a Return to Work Policy. Linda Tyler has been keeping people connected; tenants, port staff and resources while staff have been working remotely.

ADMIN: 1st Quarter 2020 Financial Report – Review Report

Greg Thramer provided a 1st quarter financial report (2020) The commission reviewed and discussed.

GOOD OF THE ORDER – no staff or public comment for the good of the order.

2. COVID-19 Outbreak and the Current Public Health Emergency

ADMIN: COVID-19 (2020); Emergency Response – Adopt Resolution

Patsy Martin reported that the impacts of the COVID-19 Pandemic crisis on the Port, our employees, and our tenants have been profound. Pursuant to the Governor’s order and for the sake of their health, Port staff has largely been sent home, but with most working from home in one fashion or another.

State law allows local agencies to determine by ordinance, resolution, policy, or rule whether, and to what extent, it will use electronic records and electronic signatures.

Allowing the use of Adobe Sign, DocuSign, or other third-party vendor to affix electronic signatures to electronic records, will promote efficiency, conserve public resources, promote a safe work environment, and provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the Port during the COVID-19 Pandemic crisis. Moreover, these advantages will continue to pertain beyond the crisis and will continue to greatly benefit the Port as we commence resumption of, and undertake, normal operation.

Discussions.

COMMISSION ACTION: Commissioner Ware moved to adopt Resolution #20-17 which will authorize the use of electronic signature technology and establish procedures; and authorize and direct staff to take any and all steps necessary to carry out the above actions. Commissioner Shuler seconded. Motion carried unanimously.

ADMIN: COVID-19 (2020) Personnel Policy; Return to On-Site Work Plan – Adopt Resolution

Patsy Martin reported the impacts of the COVID-19 Pandemic crisis on the Port, our employees, and our tenants has been profound.

Governor Jay Inslee has announced his Safe Start plan to gradually relax restrictions related to the COVID-19 pandemic. Patsy asked that the Commission adopt a Resolution which allows the Executive Director to implement and adopt a plan, procedures, and protocols for the Port to return to on-site work.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution #20-18 which will authorize the Executive Director to adopt a return to on-site work plan consistent with the health and safety of port staff and the public and in the best interest of the needs of tenants and users of port properties, facilities and services and authorize the executive director and port staff to take any and all steps necessary to carry out the above actions. Commissioner Ware seconded. Motion carried unanimously.

GOOD OF THE ORDER

Zach Battle thanked port staff for the collaborative work they have been doing.

ADJOURNMENT – Commissioner Steve Omdal adjourned the meeting at 2:21 p.m.

ADOPTED IN OPEN SESSION this 9th day of June 2020 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

DocuSigned by:
Steve Omdal
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Commissioner

DocuSigned by:
Wm J. Shuler
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Commissioner

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L. S. Ware
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Commissioner