



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, July 11, 2017 – 3:00 PM

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

MINUTES

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

Staff - Patsy Martin, Scott Peterson, Sara Young, Greg Thrumer, Andrew Entrikin, Brady Rowe, Heather Rogerson, Jodee Peace, Keith Love, Kody Skvaril and Karmen Hardy

Legal Counsel – Brad Furlong

Others - See Sign-in Sheet

CALL TO ORDER

Steve Omdal called to order the July 11, 2017 regular meeting of the port commission.

The commission moved to amend the agenda as follows:

Add to Staff Reports

1. AIRPORT: Disadvantaged Business Enterprise (DBE) 2018-2020-Distribute DBE Program
2. AIRPORT: Taxiway A and CAC Apron Rehabilitation Project (2016) – Project Update
3. COMMISSION: Request by Governor's Office 2017

COMMISSION ACTION: Commissioner Ware moved to amend the July 11, 2017 Agenda. Commissioner Shuler seconded. Motion carried unanimously.

CONSENT AGENDA

Public Communications

June 13, 2017 Regular Meeting Minutes

Fiscal Report

ADMIN: Amend Personnel Policy to Reflect Previously Adopted Medical and Dental Insurance Benefits for Port Commissioners and Dependents – Adopt Resolution 17-19

ADMIN: Northern State (SWIFT Center); Fruitdale Road Arterial Improvement Project (2016) – Approve Support Letter

MARINA: Occupancy Report; Month Ending June 30, 2017

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the July 11, 2017 consent agenda.

OPEN FORUM

Commissioner Omdal opened the floor for public comment.

Hearing no comments. The floor was closed.

STAFF REPORTS

ADMIN: Final Bond Pricing Numbers - \$8,105,000 Limited Tax General Obligation Bonds, 2017 (Taxable) – Status Update

Patsy Martin reported that the recent bond sale occurred on Tuesday, June 20, 2017. She reviewed the “Final Bond Pricing Numbers” with the commission.

ADMIN: Municipal Stormwater General Permit (NPDEs); Phase II Permit for Western Washington (2006-Current) – Detention Pond Workshop 2017 (Oral)

Heather Rogerson reported on the Municipal Stormwater General Permit; Phase II Permit for Western Washington – Detention Pond Workshop 2017 (Oral). The Port of Skagit will be hosting a July 24, 2017 meeting from 5:30 p.m. to 8:30 p.m. There will be a slide show and field trip to the pond.

ADMIN: Sources and Uses of Funds – 2017 LTGO Taxable Bonds and Land Sale Proceeds

Greg Thramer reviewed a Plan of Sources and Uses with the staff and commission.

Discussion.

COMM: Board Self-Evaluation (2017) (Oral)

Patsy Martin provided each commissioner with a copy of Board Self Evaluation Form to review prior to the August 8, 2017 meeting. Commissioner will complete the evaluation and discuss at a date TBD.

Discussion.

AIRPORT: Disadvantaged Business Enterprise (DBE) 2018-2020-Distribute DBE Program

Patsy provided a copy of the July 2017 Disadvantaged Business Enterprise Program to the commission and discussed future goal setting.

AIRPORT: Taxiway A and CAC Apron Rehabilitation Project (2016) – Project Update

Heather Rogerson reported that the slurry seal portion of the Taxiway A and CAC Apron Rehabilitation was not complete due to limiting weather factors. Work to complete the project will begin July 17, 2017.

Discussion.

COMM: Request by Governor's Office (2017)

Patsy Martin reported that the governor's office has requested the commissioners be aware of needed support from stakeholders to encourage state representatives to pass the capital budget.

NEW BUSINESS

ADMIN: Innovation Partnership Zone (IPZ); Re-designation Application (2017) – Approve First Amendment to Memorandum of Understanding

Patsy Martin reported that it is necessary to apply for IPZ re-designation through the State Department of Commerce every four years. The Port and its partners desire to continue the work of the IPZ and are applying. The Memorandum of Understanding will need to be amended to:

1. Add additional members; Northwest Innovation Resource Center and Northwest Mills and Specialty Grains SPC
2. Include updates to member business names and representatives as appropriate
3. Extend the MOU term through December 31, 2021

Discussion.

COMMISSION ACTION: Commissioner Ware moved to:

1. **Approve submittal of re-designation application to Department of Commerce to designate the Skagit Valley Value-Added Innovation Partnership Zone for another four years; and**
2. **Substantively approve First Amendment to Memorandum of Understanding for the Skagit Valley Value-Added Innovation Partnership Zone; and**
3. **Authorize Executive Director execute First Amendment to Memorandum of Understanding subject to review by legal counsel; and**
4. **Authorize Executive Director and staff to take any steps necessary to carry out the intent of this action.**

Commissioner Shuler seconded. Motion carried unanimously.

ADMIN: Salary and Wage Ranges (2017) – Adopt Resolution

Patsy Martin reported that the commission adopted a compensation policy, including salary and wage ranges on December 13, 2016, which became effective on January 1, 2017.

Per staff review, it has been determined that two positions should be changed to more accurately reflect current job duties and responsibilities.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved that the commission adopt Resolution 17-20 updating salary and wage ranges for port employees. Commissioner Ware seconded. Motion carried unanimously.

BBP: Pavement and Concrete Repairs; Aircraft Wash-down Facility – Oceanside Construction, Inc. – Accept Project as Complete

Brady Rowe reported that the BBP Pavement and Concrete Repairs; Aircraft Wash-down Facility Project is substantially completed. The project engineer has reviewed the final project and recommended approval of all work on July 7, 2017.

The total budget amount for the project was \$600,000.00. The final total project cost is estimated to be \$551,422.11.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved that the commission accept as complete the 2016 Pavement and Concrete Repairs; Aircraft Wash-down Facility Project; and authorize staff to take all actions necessary to close-out the project. Commissioner Ware seconded. Motion carried unanimously.

EASEMENT: Skagit County; Temporary Maintenance Easement, Drainage Slough Viva Farms (2017) – Approve Easement

Sara Young reported Skagit County requested a temporary easement to conduct vegetation maintenance on the drainage slough located on Viva Farms lease property.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved to approve granting a temporary Maintenance Easement to Skagit County for maintenance of the drainage slough at Viva Farms. Commissioner Ware seconded. Motion carried unanimously.

GOOD OF THE ORDER

Commissioner Omdal opened the floor for comment.

Hearing none, floor was closed.

EXECUTIVE SESSION

The commission entered executive session at 3:35 to discuss the possible purchase, sale or lease of property the public discussion of which could affect the price and the evaluation of a public employee. Executive Session should last approximately 1 hour.

The executive session ended at 4:34 p.m.

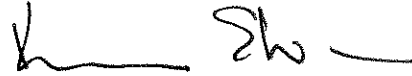
The commission entered back into regular session at 4:35 p.m.

ADJOURNMENT

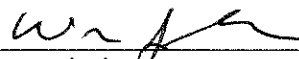
The regular commission meeting ended at 4:36 p.m.

ADOPTED IN OPEN SESSION this 8th day of August, 2017 and duly authenticated by the signatures affixed hereto.

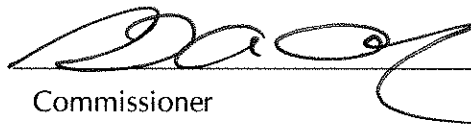
PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner

