



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, September 12, 2017 – 2:00 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 Thramer, Andrew Entrikin, Heather Rogerson, Karmen Hardy, Jodee Peace, Kody Skvaril, Keith Love and Debbie Hamilton

Legal Counsel – Brad Furlong

Others - See Sign-in Sheet

CALL TO ORDER

Steve Omdal called to order the September 12, 2017 regular meeting of the port commission.

The commission moved to amend the agenda as follows:

Move to New Business

ADMIN: Review by Health Care Authority; Washington State Insurance Plans (2017) – Approve Resolution

BBP: PACCAR Lease Lot 39; Approve Temporary Office Building

Add to Staff Reports

ADMIN: Audit 2017 – Status Update

Executive Session

Remove: to discuss the hiring of a public employee

Add: Potential Litigation

COMMISSION ACTION: The commission unanimously approved amending the September 12, 2017 Agenda.

CONSENT AGENDA

Public Communications

August 8, 2017 Regular Meeting Minutes

August 10, 2017 Joint Meeting Minutes

Fiscal Report

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

Payroll Warrants

Warrant #048509 through #048520 in the amount of \$13,684.53 for a pay date of August 4, 2017.

Warrant #048521 through #048531 in the amount of \$13,661.81 for a pay date of August 21, 2017.

Payroll direct deposit D8041701 through D8041727 in the amount of \$51,125.61 dated August 4, 2017.

Payroll direct deposit D8211701 through D8211726 in the amount of \$49,235.89 dated August 21, 2017.

General Fund Accounts Payable Warrants

Warrant #079540 through #079540 in the amount of \$1,095.92 for a pay date of August 7, 2017.

Warrant #0 79541 through #079567 in the amount of \$88,560.05 for a pay date of August 9, 2017.

Warrant #079568 through #079568 in the amount of \$35.00 for a pay date of August 17, 2017.

Warrant #079571 through #079664 in the amount of \$234,205.28 for a pay date of August 19, 2017.

Warrant #079665 through #079665 in the amount of \$5,000.00 for a pay date of August 29, 2017.

Wire Transfer Payments - None

\$53,946.69 Payable to Engsko on August 22, 2017.

Grand total of approved warrants issued through August 31, 2017 is in the amount of \$758,771.28.

ADMIN: Executive Director Authority (2017) – Adopt Resolution #17-23

ADMIN: Personnel Contract (2017) – Approve Contract

The commission reviewed the consent agenda items.

COMMISSION ACTION: The commission unanimously approved the September 12, 2017 consent agenda.

OPEN FORUM

Commissioner Omdal opened the floor for public comment. Hearing none, he closed the floor.

STAFF REPORTS

ADMIN: State Audit (2016) – Status Update

Patsy Martin reported that the State Auditors have completed the 2016 audit. The auditor and management team are discussing capitalization of the Runway 10/28 project.

Discussion.

ADMIN: Budget 2018 – Adopt Budget Schedule

Greg Thramer reported that staff is in the process of developing the 2018 budget and provided a Budget Schedule to the commission. The preliminary 2018 budget will be on file for public review on September 29, 2017. The final budget will be adopted at the November 13, 2017 rescheduled regular commission meeting.

ADMIN: Long-Term Plan of Finance – Presentation and Discussion (Oral/PowerPoint)

Patsy Martin reported that the Long-Term Plan of Finance will be discussed during Executive Session as the discussion includes the possible purchase, sale or lease of property the public discussion of which could affect the price.

MARINA: 2017 Marina Pavement Repair Project – Status Update

Sara Young reported that on August 30, 2017, port staff awarded the Marina Pavement Repair Project to PNW Civil, Inc. The project was approved as a line item in the Port's 2017 Capital budget. The lowest responsive bidder on the project was PNW Civil, Inc. The project is scheduled to begin this week and be complete by the end of October.

MARINA: Swinomish Channel Maintenance Dredging (2017) – Project Update

Patsy Martin provided a project update to the commission including the 2018 dredge plan. Patsy Martin also reported that the President's 2018 Budget has \$1.5 million dollars set aside for dredging projects.

NEW BUSINESS

ADMIN: Personnel Policy; Amend Policy (2017) – Adopt Resolution

Patsy Martin reported that during the port's recent audit, the auditors found that the port does not maintain written standards of conduct covering conflicts of interest and governing the actions of employees engaged in the selection, award and administration of contracts as required by the Code of Federal Regulations (CFR) General Procurement Standards. In order to comply, staff has amended the Port Personnel Policy to add language to affect the policy.

COMMISSION ACTION: Commissioner Bill Shuler moved the commission adopt Resolution 17-22 amending the personnel policy to add standards pertaining to conflict of interest. Commissioner Kevin Ware seconded. Motion carried unanimously.

ADMIN: Review by Health Care Authority; Washington State Insurance Plans (2017) – Approve Resolution

Patsy Martin reported that staff is looking in to the State of Washington Health Care Authority comprehensive benefit plans for Port of Skagit employee benefits coverage. Staff provided the commission with the six (6) medical benefit plans available under PEBB in Skagit County.

Staff needs authorization from the commission to proceed with review.

COMMISSION ACTION: Commissioner Kevin Ware moved to adopt Resolution 17-21 which requests review by the Health Care Authority to participate in the Washington State Insurance plans and authorizing executive director or designee to execute all the necessary documents. Commissioner Bill Shuler seconded. Motion carried unanimously.

BBP: PACCAR Lease Lot 39 – Approve Temporary Office Building

Patsy Martin reported that PACCAR, Inc. has a lease with the Port of Skagit for Lot 39, used as a parking lot. PACCAR has requested to place a temporary building on Lot 39 as they undergo construction.

Discussion.

COMMISSION ACTION: Commissioner Steve Omdal moved to approve the placement of a temporary building on Lot 39. Commissioner Kevin 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 2:40 to discuss the possible purchase, sale or lease of property the public discussion of which could affect the price and potential litigation. Executive Session should last approximately 1 hour.

The executive session was extended at 3:35 p.m.

The executive session was extended at 4:05 p.m.

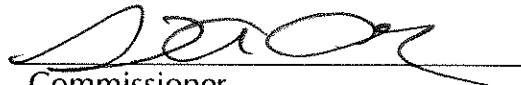
The commission entered back into regular session at 4:15 p.m.

ADJOURNMENT

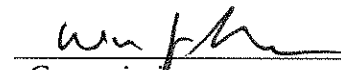
The regular commission meeting ended at 4:16 p.m.

ADOPTED IN OPEN SESSION this 10th day of October 2017 and duly authenticated by the signatures affixed hereto.


PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner

