



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, December 12, 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 Thramer, Andrew Entrikin, Heather Rogerson, Karmen Hardy, Sherrie Marble, Kody Skvaril, Jodee Peace, Dorothy Walker and Debbie Hamilton

Others - None

CALL TO ORDER

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

The commission moved to amend the agenda as follows:

New Business

COMM: Oath of Office (2018) Steve Omdal – Administer Oath of Office

Add to Staff Reports

ADMIN: Northern State; SWIFT Center – Update

AIRPORT: Master Plan Update (2018); Consultant Selection (2017) - Information

TENANT: Marina; Crawford Boating Supply, Inc. (d/b/a Boaters Discount Center) - Discussion

CONSENT AGENDA

Public Communications

November 13, 2017 Regular Meeting Minutes

Fiscal Report

ADMIN: Surplus and Sale of Port Property Commonly known as Divisions 5 & 7 (2017)
– Approve Corrected Resolution 17-14

MARINA: Occupancy Report; Month Ending November 30, 2017

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

Payroll Warrants

Warrant #048563 through #048572 in the amount of \$10,463.83 for a pay date of October 6, 2017.

Warrant #048575 through #048576 in the amount of \$1,956.24 for a pay date of October 13, 2017.

Warrant #048577 through #048581 in the amount of \$6,681.00 for a pay date of October 20, 2017.

Payroll direct deposit D10061701 through D10061727 in the amount of \$51,771.76 dated October 6, 2017.

Payroll direct deposit D10201701 through D10201729 in the amount of \$49,937.67 dated October 20, 2017.

General Fund Accounts Payable Warrants

Warrant #079894 through #079894 in the amount of \$14,147.76 for a pay date of October 2, 2017.

Warrant #079897 through #079919 in the amount of \$33,117.57 for a pay date of October 6, 2017.

Warrant #079920 through #079920 in the amount of \$50,000.00 for a pay date of October 12, 2017.

Warrant #079921 through #079963 in the amount of \$78,046.17 for a pay date of October 13, 2017.

Warrant #080009 through #080010 in the amount of \$4,785.49 for a pay date of October 18, 2017.

Warrant #080011 through #080074; and Warrant #082075 through #082084* in the amount of \$439,001.15 for a pay date of October 20, 2017.

Warrant #080075 through #080110 in the amount of \$100,933.14 for a pay date of October 27, 2017.

Wire Transfer Payments

None

Grand total of approved warrants issued through October 31, 2017 is in the amount of \$840,841.78.

*Warrants #082075 through #082084 were erroneously printed out of sequence.

The commission reviewed the consent agenda items.

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

OPEN FORUM

Commissioner Omdal opened the floor for public comment.

Guest: Carl Johnson of Alger was present and wanted to discuss the Port RV Park. It is his desire that staff and commission consider the potential to make better use of the park and attract customers who will in turn spend \$'s in the Town of La Conner.

STAFF REPORTS

TENANT: Marina; Crawford Supply Inc. d/b/a Boaters Discount Center; lease dated 3/15/89 - Information

Betsy and Vicki Crawford were present to discuss the lease between the Port and Boaters Discount Center, which expires on March 15, 2019. They are requesting a 20-year lease extension.

Discussion.

No action taken. It was determined that the staff and commission will review and discuss. The commission also requested legal review. Staff will bring item back to a future commission meeting.

AIRPORT: Master Plan Update (2018); Consultant Selection (2017) - Information

Port staff solicited Statements of Qualifications (SOQ) from firms interested in providing the port with professional consultant services to complete an update of the Master Plan for Skagit Regional Airport.

The Port received SOQs from four firms. After consideration of the SOQ scoring, interviews, and reference checks, staff selected Coffman and Associates as the most qualified and best firm to complete the Master Plan Update.

ADMIN: 2018 Port Calendar for Commission – Review Calendar

Staff provided a draft 2018 calendar to the commission for review. The commission will send any review comments to Debbie Hamilton for changes.

AIRPORT: Capital Improvement Plan Update – (2019-2023) – Status Report

The Port submits an updated 5-year Capital Improvement Plan (CIP) to WSDOT Aviation Division and FAA annually, prior to November 1st. A summary of the current 5-year CIP update was provided to the commission.

This CIP represents only FAA-eligible projects and projects that are: (1) consistent with long-term plans for the airport, (2) necessary to maintain existing infrastructure, or (3) necessary to meet FAA standards. Significant work has been completed on the airfield since the last Master Plan Update in 2007. The Skagit Regional Airport Master Plan needs to be updated to reflect the work that has been accomplished and develop a plan for airport infrastructure which will continue to support air traffic that will increase commerce for the community. Updating the Skagit Regional Airport Master Plan in 2018 will allow the Port to use 2017 and 2018 entitlement funds for this large planning project.

MARINA: North and South Basin Maintenance Dredge and Pile Replacement Project; Bid Process (2018) – Status Update

Patsy Martin reported that it is anticipated the La Conner Marina Maintenance Dredging and Pile Replacement Project will be bid in January 2018. Work will begin in the South Basin in the summer of 2018 and is expected to span multiple years to complete dredging of both Basins.

This work is planned for in the port's Comprehensive Scheme of Harbor Improvements and is budgeted. The port's 2018 Capital Budget includes \$3,500,000 for South Basin maintenance dredging and pile replacement. The port's Long-Term Capital Facilities Plan includes \$2,050,000 for North Basin maintenance dredging.

Staff will provide another report to the commission after the bids have been opened for the project.

NEW BUSINESS

ADMIN: Amend Personnel Policy to Comply with New 2018 State of Washington Sick Leave Requirements – Adopt Resolution

Patsy Martin reported that in 2016 the voters of the State of Washington passed Initiative 1433, which requires employers to grant paid sick leave to all employees, including part-time and seasonal.

In order to comply with new state sick leave rules, it is necessary to amend Section 10: Sick Leave of the Personnel Policy. The proposed change would become effective January 1, 2018, which is also the state's implementation date.

COMMISSION ACTION: Commissioner Ware moved that the commission adopt Resolution 17-36 amending the personnel policy to comply with new 2018 State of Washington sick leave requirements. Commission Shuler seconded. Motion carried unanimously.

ADMIN: December Meeting; Election, Committee Assignments

Patsy Martin reported that it is time to reconstitute the board of commissioners effective January 1, 2018 and determine committee assignments for 2018. Pursuant to the Port's governance policy, the 2018 president is scheduled to be Bill Shuler; however, he has asked Kevin Ware to serve in this capacity and Commissioner Ware accepted. Therefore, the normal rotation has been altered to Kevin Ware as President, Vice President will be Steve Omdal and Secretary is Bill Shuler.

The following are the committee assignments as we understand the commission's wishes:

Committees

EDASC Board
RTPO
SCOG

WPPA Trustee

PNWA
Association of Pacific Ports
WCIT

Other Organizations

Mount Vernon Chamber
Burlington Chamber of Commerce
La Conner Chamber of Commerce
Sedro Woolley Chamber of Commerce
Concrete Chamber of Commerce
Pacific Coast Congress of Harbormasters
and Port Managers
Washington Airport Managers Assoc.
Washington Community Airport Assoc.
SASA
WPPA Committees
 Aviation
 Environmental
 Finance
 Legislative
 Marina
 Public Relations
 Trade & Economic Development
Padilla Bay
Skagit Valley Tulip Festival
Burlington Rotary
Rotary International
Skagit Valley Farm Tour
Planning Association
Dept. of General Administration –
 Co-Op Membership
La Conner Smelt Derby
La Conner Classic Yacht & Car Show

Port Representative(s)

Patsy Martin/Scott Peterson
Steve Omdal
Steve Omdal

Kevin Ware
Alternate – Patsy Martin
Sara Young
Kevin Ware/Patsy Martin
Scott Peterson

Port Representative(s)

Andrew Entrikin
Andrew Entrikin
Andrew Entrikin
Bill Shuler/Andrew Entrikin
Bill Shuler/Andrew Entrikin

Kody Skvaril
Sara Young
Sara Young
Kevin Ware, Sara Young

Sara Young
Heather Haslip
Greg Thramer
Bill Shuler
Kody Skvaril
Andrew Entrikin
Steve Omdal
Andrew Entrikin
Andrew Entrikin
Patsy Martin/Andrew Entrikin
Patsy Martin/Andrew Entrikin
Andrew Entrikin
Sara Young

Greg Thramer/Sara Young
Andrew Entrikin
Andrew Entrikin/Kody Skvaril

COMMISSION ACTION: Commissioner Ware moved the commission reconstitute the board effective January 1, 2018 with Kevin Ware as President, Steve Omdal as Vice President and Bill Shuler as Secretary; and approve the committee assignments for January 1, 2018-December 31, 2018 as listed above. Commissioner Shuler seconded. Motion carried unanimously.

ADMIN: Northern State; Contract for Communications Services; Strategies 360 (2017) – Approve Contract

Patsy Martin reported the Port of Skagit has been working collaboratively with Skagit County and City of Sedro-Woolley through the Department of Enterprise Services on The SWIFT Center since 2013. The Port initially contracted with Strategies 360 in early 2016 for communications services related to transition of the Property from State to Port control. Strategies 360 was first selected in late January 2016 after review of the consultant roster and because of their highly effective work on previous phases of the project as a subconsultant to Maul Foster and Alongi.

Discussion regarding statutes for port district “personal service contracts” and review of the RCWs.

COMMISSION ACTION: Commissioner Ware moved to authorize the Executive Director to enter into a personal service contract with Strategies 360 to provide communication services in support of the SWIFT Center (Northern State) transition up to \$24,000 (To be reimbursed in full by Skagit County). Commissioner Shuler seconded. Motion carried unanimously.

PUB AGEN: Skagit County, City of Sedro-Woolley; Interlocal Agreement; Northern State (2014) – Approve Fourth Supplement to Amended Interlocal Agreement (2017)

Patsy Martin reported that as the Port, City of Sedro-Woolley and Skagit County progress in planning for and implementation of transition of the SWIFT Center (former Northern State Hospital) property (“Property”) to port ownership, it is necessary to again update the interlocal agreement between parties.

Staff provided a draft Fourth Supplement to Amended Interlocal Agreement regarding Northern State to the commission for review.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved the:

- (1) Commission substantively approve the Fourth Supplement to Amended Interlocal Agreement regarding Northern State between the Port of Skagit, Skagit County and the City of Sedro-Woolley.
- (2) Commission authorize the Executive Director to execute the Fourth Supplement to Amended Interlocal Agreement subject to review by Legal Counsel; and authorize Executive Director and staff to take any steps necessary to carry out the intent of this action.

Commissioner Ware seconded. Motion carried unanimously.

ADMIN: Update Salary and Wage Ranges Effective January 1, 2018 – Adopt Resolution

Patsy Martin reported that pursuant to the port's adopted compensation policy, the port adopted a salary and wage ranges on December 13, 2016, which became effective on January 1, 2017. The port amended its 2017 salary and wage ranges effective on July 1, 2017 pursuant to Resolution No. 17-20 adopted on July 11, 2017, and then amended 2017 salary and wage ranges again effective October 1, 2017 pursuant to Resolution No. 17-24 adopted on October 10, 2017.

Each year the port determines an inflation factor to be applied to its salary and wage ranges based on the Seattle-Tacoma-Bremerton index for all urban consumers. This year the inflation factor is 2.5%.

The new salary schedule would become effective on January 1, 2018, if approved.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution 17-37 updating salary and wage ranges for port employees. Commissioner Ware seconded. Motion carried unanimously.

TENANT: Airport; Cascade Aviation, LLC (2017) – Approve Signage

Patsy Martin reported that Ken Davies, General Manager of Cascade Aviation, is requesting commission approve his plan to reuse the current signage at 15426 Flightline Road to his new leased premises located at 15290 Flightline Road.

Discussion.

COMMISSION ACTION: Commissioner Ware moved to approve signage to be placed on the hangar located at 15290 Flightline Road. Commissioner Shuler seconded. Motion carried unanimously.

PUB AGEN: Skagit County Interlocal Agreement for Public Works (2017) – Approve Agreement

Patsy Martin reported that Port of Skagit and Skagit County have an existing interlocal agreement for public works, which allows the Port to hire Skagit County public works department crews and equipment to perform minor projects, work and services on Port properties. The existing interlocal agreement expires on December 31, 2017.

The updated agreement is scheduled to take effect January 1, 2018 and extend for a term of five years through December 21, 2022. The updated agreement includes a provision for mutual assistance such that either party may perform work for the other on a limited and infrequent basis.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved to approve an interlocal agreement with Skagit County for mutual assistance on public works. Commissioner Ware seconded. Motion carried unanimously.

PUB AGEN: Town/Fire District 13/Port; Interlocal Agreement (2002) – Adopt First Amendment

Patsy Martin reported that Skagit County Fire Protection District No. 13, Town of La Conner and the Port of Skagit County are parties to an Interlocal Agreement recorded under Skagit County Auditor's File Number 200206040075, whereby the Port granted to the District and the Town the right to own and operate a fire hall on Port-owned land.

The Board of Commissioners of the District has agreed to sell its portion of the Fire Hall to the Town pursuant to a Purchase and Sale Agreement dated October 20, 2017 at the closing of the transaction, the District will no longer own or operate the Fire Hall.

The parties wish to amend the Interlocal so the Town alone may continue to own and operate the Fire Hall pursuant to the interlocal.

Discussion.

COMMISSION ACTION: Commissioner Shuler moved to adopt a First Amendment to Interlocal Agreement between the Port of Skagit, Town of La Conner and Fire District 13 dated May 9, 2002; and authorize the executive director and staff to take any steps necessary to carry out the intent of this action. Commissioner Ware seconded. Motion carried unanimously.

COMM: Oath of Office; Commissioner Steve Omdal (2017) – Administer Oath

Brad Furlong, port legal counsel, administered Commissioner Steve Omdal's oath of office.

BREAK

Entered a 5-minute break at 3:53 pm.

PORT OF SKAGIT INDUSTRIAL DEVELOPMENT CORPORATION ANNUAL MEETING

The commission entered into a Port of Skagit Industrial Development Corporation annual meeting at 4:00 pm.

ADJOURN IDC 4:06 pm

REGULAR MEETING

The commission entered back into regular session at 4:07 pm.

GOOD OF THE ORDER

Commissioner Omdal opened the floor for comment.

Sara Young reported that she received a phone call from the City of Anacortes, and they are ready to proceed with an Interlocal Agreement for Construction of Fiber Optic Infrastructure between Port of Skagit County and City of Anacortes.

Discussion.


COMMISSION ACTION: Commissioner Ware moved to proceed with entering into an Interlocal Cooperative Agreement for Construction of Fiber Optic Infrastructure between the Port of Skagit County and City of Anacortes. Commissioner Shuler seconded. Motion carried unanimous.

ADJOURNMENT

The regular commission meeting ended at 4:10 p.m.

ADOPTED IN OPEN SESSION this 2nd day of January 2018 and duly authenticated by the signatures affixed hereto.

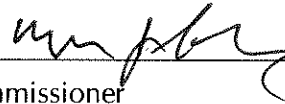
PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner



Port of Skagit County
Regular Commission Meeting
Date: December 12, 2017, 3:00 PM



Name/Organization/Company	Address	Phone Number	Do you wish to speak? Topic?
Betsy & Vicki Crawford	Baker & Stewart	360-466-3544	Y/N
Carl Johnson	Algo	360-393-5191	Y/N
ALAN R. BLAIR	P of S DIS	360-202-1824	Y/N
			Y/N
			Y/N
			Y/N
			Y/N
			Y/N