



# Port of Skagit

Regular/Special Meeting of the Port Commission and Public Hearing  
Tuesday, January 2, 2018 – 3:00 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, Andrew Entrikin, Heather Rogerson, Jodee Peace, Brady Rowe, Sarah Hastings, Maria Miramontes and Debbie Hamilton

Others - None

### CALL TO ORDER

Kevin Ware called to order the January 2, 2018 regular meeting of the port commission.

The commission moved to amend the agenda as follows:

#### Consent Agenda

Add: Fiscal Report

#### Change to Staff Reports

Move: ADMIN: EDASC Annual Report to directly follow Consent Agenda

### CONSENT AGENDA

Public Communications

December 12, 2017 Regular Meeting Minutes

Fiscal Report

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

#### **Payroll Warrants**

Warrant #048591 through #048593 in the amount of \$6,095.90 for a pay date of December 6, 2017.

Warrant #048595 through #048598 in the amount of \$5,750.95 for a pay date of December 21, 2017.

Payroll direct deposit D12061701 through D12061728 in the amount of \$52,638.65 dated December 6, 2017.

Payroll direct deposit D12211701 through D12211728 in the amount of \$53,808.03 dated December 21, 2017.

## **General Fund Accounts Payable Warrants**

Warrant #080274 through #080310 in the amount of \$73,490.90 for a pay date of December 8, 2017.

Warrant #080311 through #080312 in the amount of \$100.00 for a pay date of December 12, 2017.

Warrant #080313 through #080348 in the amount of \$97,117.56 for a pay date of December 15, 2017.

Warrant #080351 in the amount of \$1,590.00 for a pay date of December 20, 2017.

Warrant #080395 through #080448 in the amount of \$123,620.31 for a pay date of December 22, 2017.

Warrant #080450 through #080451 in the amount of \$20,000.00 for a pay date of December 26, 2017.

Warrant #080452 through #080478 in the amount of \$59,321.90 for a pay date of December 29, 2017.

## **Wire Transfer Payments**

None

Grand total of approved warrants issued through December 31, 2017 is in the amount of \$493,534.20.

The commission reviewed the consent agenda items.

**COMMISSION ACTION:** The commission unanimously approved the January 2, 2018 consent agenda.

## **STAFF REPORTS**

### **ADMIN: EDASC Annual Report (2017) – John Sternlicht**

John Sternlicht, Chief Executive Officer of Economic Development Alliance of Skagit County provided the 2017 annual report. Within the report he reviewed the 2017 EDASC Work Plan successes.

## **PUBLIC HEARING**

Public Hearing was opened at 3:38 p.m.

Commissioner Omdal explained that the purpose of the Public Hearing is to provide the opportunity for the public's input regarding the authorization of a multiyear levy period. Patsy Martin provided an overview. Staff is requesting the commission authorize a resolution which would allow the Port to levy additional property taxes for the redevelopment of marginal lands in the IDD in accordance with powers granted to the Port under RCW 53.25.

Hearing no public comments, the floor was closed and the Public Hearing ended at 3:40 p.m.

### **RESUME REGULAR MEETING**

The regular meeting resumed at 3:41 p.m.

### **OPEN FORUM**

Commissioner Omdal opened the floor for public comment.

Hearing no comments, the floor was closed.

### **STAFF REPORTS**

#### **ADMIN: Inform Commission of Estimated Cost of Insurance Coverage at the SWIFT Center - Information**

Greg Thramer reported that staff has worked with the Port's insurance broker, Wallace & Associates, to review the SWIFT Center and estimate the annual insurance premium cost to insure this facility.

Annual premiums to cover the SWIFT center at replacement value would be about \$58,500. Staff will use this estimate as the Port moves forward with estimating total operation costs of the SWIFT Center facility.

#### **MARINA: Inform Commission of Increase in Insurance Coverage at the La Conner Marina - Information**

Greg Thramer reported the commission requested staff review the Port's current property insurance coverage at the La Conner Marina. After review with the Port's insurance broker it was found to be \$25 million with a full replacement value.

Based on increased replacement values, the broker recommended the blanket coverage limit at the marina be increased to \$30 million with full replacement value. This will cost the Port an additional \$6,500 per year.

### **NEW BUSINESS**

#### **ADMIN: Infant at Work Program (2018) – Adopt Resolution**

Patsy Martin reported that the Port does not have an infant at work program for its employees. Staff has developed a policy which would be established for eligible employees who are new mothers, fathers, or legal guardians.

The commission reviewed the policy and discussed.

If adopted, the new Infant at Work Program would become effective on January 1, 2018.

**COMMISSION ACTION: Commissioner Omdal moved to adopt Resolution 18-01 which adopts an Infant at Work Program for Port Employees. Commissioner Shuler seconded. Motion carried unanimously.**

### **ADMIN: IDD Levy Period (2018) – Adopt Resolution**

Greg Thramer reported that staff is requesting the commission authorize a resolution which would allow the Port to levy additional property taxes for the redevelopment of marginal lands in the IDD in accordance with powers granted to the Port under RCW 53.25.

If adopted, the new IDD levy would become effective in 2018 for taxes collected in 2019.

**COMMISSION ACTION: Commissioner Shuler moved to adopt Resolution 18-02 which will authorize a multiyear levy period. Commissioner Omdal seconded. Motion carried unanimously.**

### **GOOD OF THE ORDER**

Commissioner Omdal opened the floor for comment.

Discussion of the following:

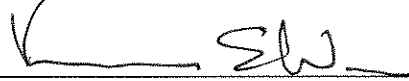
1. Birds of Winter Festival.
2. Washington Public Ports Association Mission to Washington D.C.
3. Legal counsel now employed at Port of Skagit and introduction of new employee; Sarah Hastings.

### **ADJOURNMENT**

The regular commission meeting ended at 3:52 p.m.

ADOPTED IN OPEN SESSION this 12th day of February 2018 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY



Commissioner



Commissioner



Commissioner

