

Port of Anacortes

Regular Commission Meeting June 18, 2009

The Port Commission of the Port of Anacortes held its regular business meeting and work/study session at 7:00 P.M. on the evening of June 18, 2009. This was a regularly scheduled Commission Meeting held in the Commission Meeting Room of the Port Main Warehouse Building, 1st & Commercial Avenue, Anacortes, Washington.

In Attendance: Commission President Rubin, Commission Vice-President Mooney, Commission Secretary Niver, and Commissioner Short. Commissioner Hopley was excused.

Also in attendance: Executive Director Hyde, Director of Operations & Facilities Hachey, Project Manager Rowe, Project Manager Fowler, and Administrative Coordinator Lindsey.

CALL TO ORDER

At 7:01 P.M. Commission President Rubin called the regular meeting of June 18, 2009, to order and welcomed all in attendance.

SPECIAL GUEST

Executive Director Hyde introduced Mr. Jay Field, speaking on behalf of the Fidalgo Chapter of the Puget Sound Anglers. Mr. Field praised the contributions of the Port staff, and especially those at the Boat Haven, as well as operations staff, as models of professionalism during the recent annual Anacortes Salmon Derby. Mr. Field thanked the Port for partnering with the Puget Sound Anglers, who host the event with all proceeds going to charity and nearly \$20,000 for scholarships. He presented the Port with two plaques, one from the Salmon Derby and one for the Port's support of Washington Sports Fishing.

In responding to questions from the Commission, Mr. Field noted that 300 boats moored at the Boat Haven for the event. Executive Director Hyde also noted the positive impact the Derby had in the Anacortes Community with hotels, restaurants and stores packed with Derby participants during what is otherwise a slower time in the boating season.

Commissioner Rubin thanked Mr. Field on behalf of the Commission.

PUBLIC COMMENT PERIOD

Commissioner Rubin opened the floor for public comment pertaining to items on the regular agenda.

1. *Mr. John Adams, 1917 Tweed Place, Anacortes, addressed the Commission. Mr. Adams noted the Authorization for pre-construction elements for the Fixed Base Operations building at the airport on the agenda and hoped the Commission would look into what he described as requirements for San Juan Airlines to man a Unicom system at the Airport. In regards to the agenda item for Warehouse #4 Residing and Reroofing, Mr. Adams congratulated the Commission on finding grant funding for the project. Mr. Adams also commented on the evaluation form for the Executive Director. He read a letter he had written to Executive Director Hyde thanking him for teaching he and others what a Comprehensive Plan is, for listening to input from many groups and individuals, which he deemed a vital part of the learning process, and most impressively, for reminding the Commission on the occasion that something they wished to*

pursue was not in the Comprehensive Plan. Mr. Adams hoped the new Executive Director evaluation form had a place that measures what the tax payers think of the Port's Executive Director, as he thought Mr. Hyde was doing a fine job.

Hearing no others with a desire to address the Commission, the floor was closed.

CONSENT AGENDA

Commissioner Rubin read the titles of the action items on the consent agenda: Establishing a Revised Form for the Evaluation of the Executive Director, and Authorization of Pre-Construction Elements for residing the Airport FBO Building, Project #ARP-14. He requested a motion for approval. Commissioner Short moved to approve the consent agenda. Commissioner Mooney seconded the motion. Commissioner Rubin called for a vote on the motion, which carried 4-0 with Commissioner Hopley absent.

REGULAR AGENDA

ACTION ITEMS

Authorization for Construction & Project Oversight of Project Pier 1, Warehouse #4 Residing and Reroofing, Project #PROP-01f (a JDF eligible project) –

Executive Director Hyde introduced Project Manager Estvold who reviewed the item for the Commission. Manager Estvold described the project elements, removing rusty roofing and siding, adding a new exterior skin – a combination of metal and wood siding and a new metal roof, adding new skylights, overhead doors and man doors, as a short term fix for the aging facility. The work is paid from the Port's \$5.6 million Job Development Fund (JDF) Grant. The work will be done during swing shift hours in order to accommodate Warehouse #4 tenant Dakota Creek Industries' schedule. Dakota Creek uses the Warehouse as a woodworking and cabinetry shop. The Port received 6 bids, with the lowest responsive and responsible bidder being Kolichurchio Construction of Bellingham. The project's total cost including contingency for some expected rot removal, permitting, oversight, and administration totals \$369,745.

Manager Estvold responded to questions from the Commission, including an explanation of the projects making up the JDF grant use to date and the progress on each.

Following a brief discussion by the Commission, Commissioner Rubin called for a motion. Commissioner Short moved to authorize staff to proceed with the construction and project oversight of the Warehouse #4 residing and reroofing project, project #PROP-01f, for a total cost of \$369,745 to be spent from the General Fund. Commissioner Mooney seconded the motion. Commissioner Rubin called for a vote on the motion, which carried 4-0.

Funding Authorization for Project Pier 1, Phase 2, Central Pier Construction Oversight -

Manager Estvold presented this item for the Commission as well, which requested Commission authorization of funds for Phase 2, Central Pier construction management, engineering oversight and permit required wildlife monitoring.

Phase 2 of the Pier 1 project consists of installation of the 40' wide by 340' long concrete pier with steel piling. Dakota Creek Industries will pay for the construction of the Pier and the Port will provide wildlife monitoring for orca whales and a shorebird called the Marbled Marlette, project management and engineering oversight to provide quality control and quality assurance,

as well as asbuilt drawings. Work cannot commence until the “fish window” allows in-water work to resume in July.

Hearing no questions for Manager Estvold, Commissioner Rubin called for a motion. Commissioner Short moved to authorize funding in the amount of \$233,058, to be paid from the General Fund, for Phase 2 onsite construction management, wildlife monitoring and engineering support as part of Project Pier 1. Commissioner Mooney seconded the motion. Commissioner Rubin called for a vote on the motion, which carried 4-0.

STUDY SESSION

Strategic Plan – Administrative changes -

Executive Director Hyde noted that during the Commission retreat of May 29, 2009, the Commission expressed an interest in having him review the Port’s Strategic Plan document, adopted in 1994 and recommend any needed administrative changes. Three were found. Executive Director Hyde reviewed the three with proposed changes.

Page 2, Goal #4, Strategy #3 – “Establish and implement communications programs for each of the Port’s departments.” Executive Director Hyde noted that the Port is small enough in size that having a single Port-wide communications program, as is currently in place, was preferable.

Page 6, Marina Critical Success Factors - “Army Corps of Engineers harbor entrance dredging”, and “Army Corps of Engineers breakwater maintenance.” Executive Director Hyde that due to funding cuts, the Army Corps no longer performs either of these functions. He noted that the need for both dredging and maintenance still existed, but recommended removing the reference to the Army Corps.

Page 7, Marina Goal #4, Strategy #1 – “Develop and implement a marina pricing model which recognizes fully allocated costs and competitive conditions.” Executive Director Hyde recommended striking “and implement a” and inserting “and use as a guideline” – referencing the Marina pricing model which the Commission now uses as a guide and not a single means for setting Boat Haven moorage rates.

These changes and others subsequently suggested and discussed by the Commission will be noted by staff and brought back to the Commission for further discussion at a later date.

COMMISSION DISCUSSION

Commission Retreat Wrap-up –

Commissioner Rubin reviewed items discussed during the Commission Retreat of May 29, 2009, including: Culture Change, Strategic Plan Review, Goal Setting, and Evaluation of the Executive Director. He noted that in 2006 the Commission identified culture change among their top priorities and believed a lot of positive changes, including a number of positive changes in staff had occurred in that time. Commissioner Rubin found the Port staff to be more service oriented as a whole.

Commissioner Niver agreed, noting the Port, at this time, had the best, most knowledgeable staff he had seen in his time as Commissioner.

Other positive changes noted by the Commission included: Commission meetings being more orderly and accessible to the public, running six times per week on cable access channel 10; the positive relationship between the Port and the Department of Ecology; a legal team among the best in the state; and the Port staff and legal counsel's expertise and experience in the areas of environmental clean-up.

Areas identified as still needing improvement included: the tendency to still be somewhat reactive, and the need to be more strategic in long range planning and long range financial planning.

Other topics of discussion at the retreat included tourism and the Port having a more defined role in tourism through a process with the City of Anacortes, the Chamber of Commerce and citizens groups.

Commissioner Rubin noted that an additional discussion at the retreat involved the following goals for the organization, the Commission, and for individual Commissioners:

Organizational Goals:

- Increase revenue
- Acquire property
- Execute Mission Statement goals
- Improve feasibility study approach to projects
- Develop metrics on outcomes
- Joint planning with the City
- Develop a visual ends/means goals relationship
- Be more agile on leases
- Protect waterfront for marine uses
- Anchor tenant at the marina
- Foster more economic development
- Define and Prioritize big goals.

Commission Goals:

- Improve decorum of meetings
- Use Robert's Rules of Order
- Reduce meeting time
- Rule on limiting discussion to a set time
- Better quality deliberations
- More open mindedness
- Less personal grudges
- President to keep people on track with these goals

Commissioner Goals:

- No personal interest above public interest
- Attend functions
- Be involved in the community

The Commission reviewed all of the goals, noting more discussion would come from many of these topics in the future.

For the Good of the Order -

Commissioner Rubin reported that yesterday was his graduation from the Leadership Skagit program. He is the third Port of Anacortes Commissioner to participate. Commissioners Hopley and Short are also graduates of the program, which is put together by Skagit Valley College, the Economic Development Association of Skagit County, and Washington State University.

COMMISSION COMMUNICATIONS

Commissioner Niver reports that at the last Skagit Council of Governments (SCOG) meeting, the board voted to include the Samish tribe.

COMMUNICATIONS

Executive Director Hyde reported that in the Commissioner's mailboxes were revised organizational charts, denoting changes to balance the increased workload for the Scott Site over the next 18 months. Director of Engineering Elsner will be working full time at the Site and will provide monthly briefings to the Commission.

Executive Director Hyde also reported that Port legal counsel Frank Chmelik had provided an opinion on the questions posed by the Commission regarding Executive Director authorizations for lease negotiations. Mr. Chmelik found no conflict between the March 5th action taken by the Commission regarding that authority and the leasing authority given to the Executive Director by Port Resolution No. 726.

Executive Director Hyde passed out a draft of an action item for the material handling facility, installing a large tent type of structure at Pier 2. Port staff will bring a final version of the item to the Commission at the July 2nd regular meeting.

Upcoming Events -

Executive Director Hyde noted that the next Project Pier 1 community tour was scheduled for August 10th. Those wishing to attend should meet outside of the Dakota Creek Industries business office on the corner of 4th Street and Q Avenue at 4:00 p.m.

The Port will once again be a participant in the annual 4th of July parade. Skipper Cress Yacht Sales will bring a Nordic Tug as part of our entry.

The 1st Annual Anacortes Workboat Races will be held July 18th in the Guemes Channel. The Port is helping to organize the event. Interested parties should attend the June 22nd committee meeting at the Wheelhouse at 5:00 p.m.

Executive Director Hyde announced that the Cap Sante Boat Haven free summer concert series will begin on July 24th and run through August 14th. Tickets will be sold for the August 21st and 22nd Blues, Brews, and Barbeques event for those wishing to eat, drink and listen from a close vantage point.

UPCOMING MEETINGS

Commissioner Rubin reviewed the Commission's upcoming meeting schedule. The next

Regular Port Commission meeting will be July 2, 2009 at 7:00 p.m. The next Regular Port Commission Work/Study Session will be held on July 16, 2009 at 7:00 P.M.

PUBLIC COMMENT PERIOD

Commissioner Rubin opened the public comment period for items not on the regular agenda. Hearing none, the public comment period was closed.

ADJOURNMENT

With no further business to come before the Commission, Commissioner Short moved to adjourn, which was seconded by Commissioner Mooney. Commissioner Rubin called for the vote on the motion which carried unanimously, and at 8:47 P.M. the meeting was adjourned.

Attest:

Keith Rubin, President

Pat D. Mooney, Vice-President

Ray Niver, Secretary

Steve Hopley, Commissioner

William L. Short, Commissioner

Julie Johnson Lindsey, Administrative Coordinator
June 18, 2009