

Port of Anacortes
Regular Commission Meeting
November 17, 2011

The Port Commission of the Port of Anacortes held its regular study session meeting at 7:00 P.M. on the evening of November 17, 2011. 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 Secretary Niver, Commissioner Hopley and Commissioner Short. Commission Vice-President Mooney arrived during briefing of the action item on the agenda.

Also in attendance: Executive Director Hyde, Project Manager Rowe and Executive Assistant Lindsey.

CALL TO ORDER

At 7:00 P.M. Commission President Rubin called the regular meeting of November 17, 2011, to order and welcomed all in attendance.

PUBLIC COMMENT PERIOD

Commissioner Rubin opened the floor for public comment. Hearing none, the floor was closed.

CONSENT AGENDA

There were no items on the consent agenda.

REGULAR AGENDA

ACTION ITEM

Authorization of Pre-Construction Elements for Port Security Improvements, Project #GEN-09 -

Executive Director Hyde provided a brief overview of the item requesting Commission authorization for staff to proceed with the pre-construction elements necessary to implement security improvements at Pier 2 and the Cap Sante Boat Haven. He introduced Project Manager Rowe who reviewed the two-part action item in depth.

The Project CSBH-04 Security Cameras / WIFI was approved as part of the 2011 Capital Improvements Plan with a budgeted amount of \$77,000. The Port subsequently applied for and was awarded a grant from the Department of Homeland Security totaling \$483,000 for security infrastructure at Pier 2, the Cap Sante Boat Haven and for security vehicle procurement. This grant is 75% funded with 25% matching funds required from the Port. The improvements will include WIFI and security cameras installation at the Boat haven and additional cameras and lighting at Pier 2. These improvements will accompany others made through the Pier 2 security improvements project, #MRT-13.

Pre-construction elements for Project #GEN-09 include design fees, including engineering, for a total cost of \$44,274 and for permitting and administration fees, estimated at \$6.037, for a requested authorization of \$50,311. The project, as noted above, will be 75% funded by the homeland security grant. Project bidding is anticipated to take place in early 2012, following which, staff will return to the Commission for approval of construction funding.

Executive Director Hyde noted these improvements would be beneficial to the Port. He observed that security requirements may increase at the Marine terminal, due in part to Dakota Creek Industries successful bid for a contract to build a ship for the United States Navy.

In response to questions from the Commission, Project Manager Rowe clarified the Port will receive \$483,000 overall for all security projects and will need to provide a 25% match overall of \$121,000. This is budgeted in the Port's 2012 budget. The Port cannot use other grant funds to provide the match.

Hearing no other questions, Commissioner Rubin called for a motion. Commissioner Hopley moved to authorize funding in the amount of \$50,311 to be spent from the General Fund to complete the pre-construction elements of the Port Security Improvements Project, project #GEN-09. Commissioner Niver seconded the motion. Commissioner Rubin called for any further discussion. Hearing none, he called for a vote on the motion, which carried unanimously.

STUDY SESSION

There were no items for Commission study.

COMMISSION DISCUSSION

Executive Director Evaluation Process Review –

Commissioner Rubin observed it was time for the annual evaluation for the Executive Director. He asked for feedback from the Commission regarding the changes made to that process with quarterly reports provided by the Executive Director that note progress made based on the Port's Strategic Plan. The Commission favored the quarterly reports. Commissioner Rubin noted Executive Director Hyde would provide a year-end presentation at the next regular meeting, following which the Commission would discuss his evaluation. Then he and Commissioner Mooney, as Commission President and Vice-President, complete the evaluation.

Review of Annual Commission Calendar –

Commissioner Rubin reviewed the Commission's annual meeting calendar. Items of note in the coming months include the annual joint meeting with the Port of Skagit County, held at their offices on January 10, 2012, a Commission retreat scheduled for the 2nd Thursday in February, and the Commission's annual regular meeting at the Skyline Beach Club in March, at which the agenda will include discussion of the Airport Master Planning process. Also on the Commission's calendar are regularly scheduled governance sessions throughout the year.

Legislative Procedures -

Commissioner Rubin noted the Washington Public Ports Association legislative committee, on which he is serving on behalf of the Commission had met recently. He wished to stress the importance of the Commission discussing items for the legislative agenda earlier in the year.

Other Discussion –

Commissioner Hopley reported he had attended the Port of Skagit County's meeting on November 8th during which they had discussed their 2012 budget and Capital Improvement Plan, and then passed their budget on November 15th. The Port of Skagit County has chosen to move forward with funding the dredging of the Swinomish Channel in the amount of \$400,000 a year for three years to cover the estimated \$1.2 million cost of the dredging. Commissioner Hopley praised the Port of Skagit for being a leader in this effort and encouraged other entities affected by use of the Channel to provide assistance as well.

Commissioner Short reported on his attendance at the Washington Public Ports Association Marina Conference, held November 9th and 10th in LaConner. He noted topics included conducting business in the state of Washington compared to other states and concerns regarding some state standards being more stringent than federal standards for industry. The economic forecast is for slow growth for the state. Also discussed were updates to marine laws, derelict vessels, the prevention of invasive species and abandoned pets. Anacortes resident Mark Bunzel, publisher of the Waggoner's Boating Guide gave a talk about marinas from Puget Sound to Alaska, which concluded that the Cap Sante Boat Haven is considered among the best with clean facilities, new docks, restaurants, supplies and service all close by, plus activities such as festivals, concerts, friendly and courteous staff and dock attendants, and reasonable moorage rates.

COMMUNICATIONS

Executive Director Hyde reported the Port recently received its 14th consecutive clean annual audit from the State Auditor's Office. He praised the efforts of Director of Finance Johnson, Accounting Manager Behan and Port staff for this ongoing level of excellent compliance.

Director Johnson has received an Executive Management Training Grant from the Washington Public Ports Association. He will use the grant to complete Executive Management courses from the University of Washington.

The Port hosted Veterans Day celebration was well attended despite poor weather with nearly 200 people participating at the Transit Shed on November 11th.

The Port held a ribbon cutting earlier today to celebrate the completion of the Pier 2 Stormwater Conveyance System. Executive Director Hyde praised the cooperation of the City of Anacortes and the new tie into the City's water treatment plant. Mayor Dean Maxwell and Director of Public Works Fred Buckemeyer attended.

Another ribbon cutting to celebrate the Port's new 4,700 square foot office building for tenant Cortland Puget Sound Rope will be held on Monday, November 21st at 11:00 a.m. This is the first new building built by the Port in fifteen years. The building was built at a cost of under \$200 per square foot. The new office space will allow Puget Sound Rope to expand its warehouse operations into the area once used for business offices.

The Port will host the second annual Celtic Community Christmas at the Transit Shed on December 10th with two concerts by returning renowned electric violinist Geoffrey Castle and friends. The first concert at 4 p.m. will be geared towards families with young children, followed by the annual Christmas Boat Parade and a second concert at 6:30 p.m. Admission is free with a donation of non-perishable food for the food banks, a new unwrapped toy for Toys for Tots, or

a monetary contribution benefiting the Anacortes Youth Arts. Reserved seats are available for a donation online via Brown Paper Tickets.

The next tour of Port projects will be held December 12th, starting 4 p.m. at the Cap Sante Boat Haven Central Pier at 1019 “Q” Avenue. The tour will view the now fully installed E & F Docks and the inserting of pilings.

UPCOMING MEETINGS

Executive Director Hyde reviewed the Commission’s upcoming meeting schedule. The first regular meeting in December is scheduled for December 1st at 7:00 p.m. and includes a public hearing on redistricting following the 2010 Census in accordance with state law. The second regular meeting for December will be on the 15th at 7:00 p.m.

Commissioner Rubin reported the Port Commission was hosted by the Chamber of Commerce for a third annual community roundtable meeting at the Public Library on November 15th. He noted the meeting provided the community an opportunity to speak with the Commission as a whole with a little more than twenty people attending. Items discussed included improving connectivity between the downtown and the Boat Haven, development at the Boat Haven, the Port’s role in tourism and marketing of the community, as well as a plan for the Transit Shed, whether it will continue as an events center, and what improvements might be recommended or needed. Commissioner Rubin stressed the importance of the Port having a good working relationship with the City of Anacortes and the Chamber.

Commissioner Niver noted he had found the topic of connectivity surprising since it had not really been defined previously or discussed by the public at commission meetings yet many who attended the roundtable were interested in the topic. He agreed with Commissioner Mooney that the Port and City should coordinate on connectivity, especially considering the Port is not the sole property owner, and that more discussion was needed.

Executive Director Hyde noted he is serving on the Chamber’s committee for connectivity.

Commissioner Short was of the opinion that an advisory committee for the Transit Shed should be formed. He also believed there was a need for signage at the Boat Haven to include a large map of the downtown area. He reported such a map is provided to all visiting boaters by the Port. Commissioner Mooney observed the Chamber had provided a printed map in the past. He encouraged the Chamber to continue doing so and to coordinate signage with the Port. Commissioner Niver noted this could be included in the Chamber’s annual service contract with the Port.

Commissioner Hopley stated the Port should formalize its thinking on transient boating and focus on why the Port wants to bring boaters to the Boat Haven. He noted that local businesses see the transient boaters as revenue, as does the Port and he believed helping downtown businesses should be a priority, with directing visitors to downtown amenities rather than duplicate those amenities at the Boat Haven. Commissioner Hopley wished to see the Port utilize the potential at the Boat Haven in the off seasons and shoulder seasons to bring boaters to Anacortes. Commissioner Niver noted that once formalized, a policy could be advantageous in dealing with or obtaining transient fund grants.

PUBLIC COMMENT PERIOD

Commissioner Rubin opened the public comment period. Hearing no one with a desire to address the Commission, the public comment period was closed.

ADJOURNMENT

With no further business to come before the Commission, Commissioner Niver moved to adjourn, which was seconded by Commissioner Short. Commissioner Rubin called for the vote on the motion, which carried unanimously and at 7:53 P.M. the meeting adjourned.

Attest:

Keith Rubin, President

Pat D. Mooney, Vice-President

Ray Niver, Secretary

Steve Hopley, Commissioner

William L. Short, Commissioner

Julie Johnson Lindsey, Executive Assistant
November 17, 2011