

**FRIDAY HARBOR PORT DISTRICT**  
Port Special Commission Meeting at  
Spring Street Landing, 10 Front Street, Suite #105  
September 22, 2017

Minutes

**Port Commissioners Present:** Barbara Marrett  
Greg Hertel

**Port Staff Present:** Phyllis Johnson, Port Auditor  
Shane Krause, Executive Assistant

Commissioner Marrett brought the meeting to order at 4:00 pm.

1. Citizen comments/requests: None

2. Action Items:

**A. Approve Resolution 17-008, lease amendment for Friday Harbor Executive Hangar Association**

The Commissioners approved the resolution for lease amendment with a unanimous vote of 2-0

**B. Discuss and approve a notice with questionnaire seeking applications for the open Commission position**

Commissioner Marrett explained the purpose of the discussion was to establish procedures for recruiting a new Commissioner to fill the vacant Commission position. She shared a draft notice for requesting letters of interest and a list of sample questions for consideration, and Commissioner Hertel shared his own draft notice. A combination of the two will be brought to a future meeting for approval.


3. Citizen comments/requests:

A. A citizen asked about clarifying the period of the term, to which Commissioner Marrett noted it is stated in the draft notice. The citizen also asked about attendance requirements, to which the Commissioners responded that at least 2 meetings a month are required with the exception of approved absences, and that attending via telephone is possible when necessary.

B. A citizen asked about the timeline of reviewing the applications after submission, to which Commissioner Hertel responded that applications will be reviewed by the end of October and a selection made as soon as possible in November.

- C. A citizen asked about expectations of Port Commissioners to attend events outside of the area, to which the Commissioners explained that it is not required but is beneficial.
- D. A citizen asked about topics where there is a conflict of interest and whether a Commissioner would need to recuse themselves, which the Commissioners confirmed is the correct action and discussed several examples where this would be the case.

Commissioner Marrett adjourned the Regular meeting at 4:35 pm.



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Barbara Marrett, Commissioner



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Greg Hertel, Commissioner