

**FRIDAY HARBOR PORT DISTRICT**  
Port Regular Commission Meeting at  
Spring Street Landing, 10 Front Street, Suite #105  
December 13, 2017

**Minutes**

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

**Port Staff Present:** Todd Nicholson, Executive Director  
Phyllis Johnson, Auditor  
Tami Hayes, Harbormaster  
Shane Krause, Executive Assistant

**Public Present:** None present

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

1. Citizen comments/requests: None
2. Action Items:

**A. Swear in District 2 Commissioner Barbara Marrett**

The Port Auditor led Commissioner Marrett through the Oath of Office.

**B. Approve Memorandum of Understanding with Jensen & Sons Inc**

The Executive Director presented the proposed Memorandum of Understanding (MOU) with Jensen & Sons Inc. The Commissioners and Executive Director discussed the conditions and terms contained within the MOU. The Executive Director noted that this MOU is not binding on the purchase but allows the Port to complete necessary work before moving forward.

Commissioner Hertel moved to approve the Memorandum of Understanding with Jensen and Sons Inc. Commissioner Black seconded, and the motion was approved unanimously.

**C. Approve By-Laws for Citizens Advisory Committee**

The Executive Director presented proposed by-laws for the Citizen's Advisory Committee. Commissioner Marrett requested that the Committee also provide input on a public relations plan.

Commissioner Hertel moved to approve the By-Laws for the Citizen's Advisory Committee with the addition of a PR plan. Commissioner Black seconded, and the motion was approved unanimously.

3. Discussion Items

**A. Development proposal from Wally Trace**

Wally Trace presented a proposed development plan for a private property above the marina parking lot which includes easements for utility and parking access. The Commissioners and staff discussed the proposal and concerns about possible loss of parking in the marina lot and increased vehicle traffic.

**B. Discuss draft Signage & Display Policy**

The Executive Assistant presented progress on developing a Signage and Display Policy to be applied across Port properties. The Commissioners and staff discussed various aspects of such a policy and what it should or should not include.

4. Regular Business

**A.** Minutes for minutes for November 28, 2017 Special Meeting, November 29, 2017 Regular Meeting, and December 4, 2017 Special Meeting approved with 3-0 vote.

**B.** Vouchers #017109-017133 for \$72,856.27 approved with 3-0 vote.

**C. Administrative Items**

- i. The Port Auditor noted that the County wants all 2017 warrants submitted the morning of January 9, 2018, to which the Commissioners decided to schedule a bill pay meeting the morning of January 9, 2018 at 9:00am.

5. Staff Reports: none

6. Port Commissioner Issues and Committee Reports

**A.** Commissioner Marrett recommended that Commissioner Black consider attending the "Leadership San Juans" program.

**B.** Commissioner Marrett shared a comment from a member of the San Juan Pilot's Association who mentioned not being aware of the Master Plan meeting. Staff noted that it was advertised in the newspaper, posted around town, at the marina and the airport, and posted on both the Port's website and social media. Staff discussed contacting the group directly regarding the next meeting.

- C. Commissioner Marrett asked if the Port staff were interested in participating in a local community mailing, to which the Executive Assistant requested more information on cost and content size. Staff will consider the proposal as part of Port marketing efforts.

7. Citizen comments/requests: None

Commissioner Marrett adjourned the Regular meeting at 5:43 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner

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Gib Black, Commissioner