

**FRIDAY HARBOR PORT DISTRICT**  
**Port Commission Meeting at**  
**Spring Street Landing, 10 Front Street, Suite #105**  
**(under Downriggers restaurant)**  
**Wednesday, January 10, 2018 at 4pm**  
**Meeting Agenda**

1. Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.
2. Friday Harbor Airport Obstruction Removal Project presentation (15 minutes)  
The Executive Director and Airport Manager will give a presentation on the Port of Friday Harbor Airport Obstruction Removal Project
3. Friday Harbor Airport Obstruction Removal Project Q&A session (15 minutes)  
After the session closes any additional questions may be emailed to [toddn@portfridayharbor.org](mailto:toddn@portfridayharbor.org). All questions and responses will be posted on the Port website.
4. Action Items:
  - A. Approve 2018 Commission meeting schedule  
The Commissioners will review and approve the 2018 Commission regular meeting schedule as presented by Port staff.  
  
ACTION ITEM: Approve 2018 Commission meeting schedule
  - B. Review and approve Commission Committee assignments  
The Commissioners will review and approve the new Committee assignments for President, Vice President, and Secretary.  
  
ACTION ITEM: Approve Commission Committee assignments
  - C. Assign Trustee and Alternate Trustee for WPPA board  
The Commissioners will select and assign a Trustee and Alternate Trustee for the Washington Public Ports Association board.  
  
ACTION ITEM: Approve assignment of WPPA Trustee and Alternate Trustee
  - D. Review and approve Q3 & Q4 2017 Commission timesheets  
The Port Auditor will present Q3 & Q4 2017 Commission timesheets for Commission review and approval.  
  
ACTION ITEM: Approve Q3 & Q4 Commission timesheets

E. Approve amended MOU with Jensen & Sons, Inc

The Executive Director will present an amended MOU with Jensen & Sons, Inc. which contains clarifications incorporated from discussions between the Port and Ahrenius' attorneys. The clarifications were around principal and interest details, taxes, support, naming clarity, and employee privacy. The effect of the MOU and the terms last approved by the board remains unchanged.

ACTION ITEM: Approve amended MOU with Jensen & Sons, Inc.

F. Approve Employee Handbook updates

Upon completion of negotiations and acceptance of the Port Maintenance union contract, the Commission was informed of a few items suggested by Port administration that would be required to maintain parity between represented and non-represented staff. These items include compensation for hours worked during a holiday, bereavement leave, and pay out of sick time at retirement.

A new Washington State Law went into effect January 1, 2018 which requires employers to provide sick leave to all employees. Currently the Port provides coverage to full-time and permanent part-time employees. The new law now includes seasonal or non permanent part-time employees as well. These non-permanent employees will accrue one (1) hour of sick time for every 40 hours worked. If the employee returns to work the following year, their sick balance will carry forward from the previous year.

ACTION ITEM: Approve additions of required and parity items to the Port's Employee Handbook.

5. Regular Business

- A. Approve minutes for December 13, 2017 Special Meeting and December 13, 2017 Regular Meeting (Note: Minutes are kept at the Port Office and on the Port's website: [portfridayharbor.org](http://portfridayharbor.org)).
- B. Approve vouchers and payroll.
- C. Administrative Items

6. Staff Reports

7. Port Commissioner Issues and Committee Reports

8. Citizen comments/requests: Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

9. Adjourn