

**FRIDAY HARBOR PORT DISTRICT**  
Port Commission Meeting at  
221 Weber Way – Skagit Valley College Community Room  
July 11, 2018

**Minutes**

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

**Port Staff Present:** Phyllis Johnson, Auditor  
Tami Hayes, Harbormaster  
Tim Barrett, Assistant Airport Manager  
Shane Krause, Executive Assistant

**Public Present:** Gregory Simon, NoMis Trust  
Chuck Pepka, Evergreen III LLC

(RCW 42.30.040, A member of the public shall not be required, as a condition to attendance at a meeting of a governing body, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. Therefore, any individual present including speaking who has not stated their name for the record or signed in shall not be listed on the minutes.)

Commissioner Hertel brought the meeting to order at 4:04 pm.

**1. Citizen comments/requests: none**

**2. Action Items:**

**A. Approve amendment to NoMis Trust lease for hangar “L-1”**

The Executive Assistant presented the amendment to the NoMis Trust lease, explaining the purpose of the change being to align the lease term expiration with the adjoining “L” hangars.

Commissioner Hertel moved to approve the amendment to the NoMis Trust lease for hangar “L-1”. Commissioner Black seconded, and the motion passed unanimously.

**B. Approve assignment of hangar “L-1” lease from NoMis Trust to Evergreen III LLC**

The Executive Assistant presented the request for assignment of the hangar “L-1” lease from NoMis Trust to Evergreen III LLC, noting a correction in the LLC name from “1” to “III”.

Commissioner Hertel moved to approve the assignment of the hangar “L-1” lease from NoMis Trust to Evergreen III LLC. Commissioner Hertel seconded and the motion passed unanimously.

Chuck Pepka, asked the Staff and Commissioners about feeding wildlife in the marina. The Harbormaster and Commissioner Hertel explained that it is illegal. They discussed the fish cleaning station that is present on the docks and how waste resulting from use of it needs to be handled going forward.

**C. Approve 2018 Q2 Commissioner timesheets**

The Port Auditor presented the 2018 Q2 Commissioner timesheets.

*Commissioner Marrett joined the meeting at 4:13 due to a work emergency.*

Commissioner Black moved to approve the 2018 Q2 Commissioner timesheets. Commissioner Hertel seconded, and the motion passed unanimously.

**3. Discussion Items**

**A. Generator noise from Cruise ships**

Commissioner Hertel asked the Harbormaster if there have been any complaints about generator noise from large cruise ships. The Harbormaster stated that they do not stay overnight and leave by 6pm. She noted no recent complaints from within the marina on the cruise ships, but she has received complaints about generators running on large private yachts.

**4. Regular Business**

**A.** Minutes for the June 27, 2018 Regular Meeting approved with 3-0 vote.

**B.** Vouchers #017573 for \$17,212.00, #017574-017607 for \$121,645.46, and payroll approved with 3-0 vote.

**C.** Administrative Items:

- i. The Port Auditor requested a date from the Commissioners for the Executive Director's annual review. The Commissioners agreed on August 13<sup>th</sup> at 4pm for a special meeting.
- ii. The Port Auditor noted that the Executive Director would like a special meeting on August 1<sup>st</sup> at 5pm for a public hearing to update the Scheme of Harbor Improvements.

**5. Staff Reports**

**A.** The Port Auditor presented the 2018 Q2 signed contracts report.

**B.** The Port Auditor shared a response from the Auditors regarding scheduling their visit in the off-season, noting that they schedule the Town and County audits in the same window to save costs, making it cheaper than performing the audit of the Port separately in the off-season.

- C. The Port Auditor asked Commissioner Black if the restroom light at Jackson Beach is still casting light on the residences across the lagoon. He noted no apparent change to the appearance.
- D. The Executive Assistant noted that the funds for the two small parcels underneath the Williamson building have been transferred to the Town of Friday Harbor.
- E. The Executive Assistant shared details of discussion with the Town of Friday Harbor about parking spaces around the Spring Street Landing building and along Front Street. Commissioner Marrett asked about creating parking on the Unocal parcel, which Staff noted is currently under lease development negotiations with Friday Harbor House.
- F. The Executive Assistant noted that the Port is paying one Town of Friday Harbor parking spot fee to allow for Friday Harbor Beerhouse to open for business in the Spring Street Landing building.

**6. Port Commissioner and Committee Reports:** none

**7. Citizen comments/requests:** none

Commissioner Hertel adjourned the Regular meeting at 4:42 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner