

FRIDAY HARBOR PORT DISTRICT

Port Commission Meeting at

271 Front Street

July 25, 2018

Minutes

Port Commissioners Present: Barbara Marrett
Greg Hertel
Graham Black

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Auditor
Shane Krause, Executive Assistant

Public Present: 3 individuals

(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 4:01 pm.

1. Citizen comments/requests: none

Commissioner Hertel reordered the agenda to accommodate public present who wished to discuss an agenda item.

2. Discussion Items

A. Discuss Resolution for a request to the Pacific Fishery Management Council

Commissioner Hertel introduced the discussion topic, noting that the Pacific Fishery Management Council does not allocate fish to the Southern Resident Killer Whales. The Commissioners, Staff, and public discussed drafting a letter to the Council requesting an allocation of fish be set aside for the Whales.

3. Executive Session pursuant to RCW 42.30.110 § 1(g)

Commissioner Hertel called for an Executive Session at 4:25 pm per RCW 42.30.110 § 1(g) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an

employee, that action shall be taken in a meeting open to the public;”. He anticipates the meeting to last 30 minutes.

Commissioner Hertel closed the Executive Session at 4:46 pm, noting no action taken.

Commissioner Marrett moved to increase the Executive Director’s salary to \$135,000 per year, and increase his vacation time by 5 days per year. Commissioner Black seconded and Commissioner Hertel noted that the salary increase is equivalent to the 5% planned at the end of the Executive Director’s probationary period. The motion passed unanimously.

The Commissioners and Executive Director discussed a retreat to develop updated goals and objectives. Commissioner Marrett asked about the marketing agreement with the San Juan Economic Development Council (EDC), to which the Executive Director responded that no deliverables have been received by the Port to date. Staff will meet with EDC staff to discuss next steps.

4. Regular Business

- A. Minutes for the July 11th, 2018 Regular Meeting approved with 3-0 vote.
- B. Vouchers #017610-0176643 for \$75,191.13, and payroll approved with 3-0 vote.
- C. Administrative Items: none

5. Staff Reports

- A. The Port Auditor reported that the annual audit came back clean. She noted that the Auditors would like to schedule an exit conference on August 3rd. Commissioner Hertel agreed to take part in the conference.
- B. The Executive Assistant noted that the F hangar leases are being prepared.
- C. The Executive Director shared that the final phase of the Environmental Site Assessment at Jensen’s Boatyard is about to begin, and next steps once that is complete.
- D. The Executive Director shared details of research on a replacement water treatment system for the Jensen’s wash pad waste water.
- E. The Executive Director noted new progress with the FAA on the Airport Master Plan. The Executive Director and Commissioners discussed how changing or not changing the classification of the airport would affect the air carriers and funding from the FAA.

6. Port Commissioner and Committee Reports: none

- A. Commissioner Black apologized for missing a prior meeting.
- B. Commissioner Marrett asked for an update on the fly-in. The Executive Director noted that the Airport Manager is retiring as of August 15th, and the Assistant Airport Manger will be stepping

up into the vacant position. A new Assistant Airport Manager has been hired, and the new team will be taking over the event planning and preparations.

7. Citizen comments/requests: none

Commissioner Hertel adjourned the Regular meeting at 5:30 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner