

FRIDAY HARBOR PORT DISTRICT

Port Commission Meeting at
271 Front Street
September 12, 2018

Minutes

Port Commissioners Present: Barbara Marrett
Greg Hertel
Graham Black

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

Public Present: Stephanie Buffum, Friends of the San Juans

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

1. Citizen comments/requests: Stephanie Buffum

2. Presentations:

- A.** Stephanie Buffum from the Friends of the San Juans presented a request on behalf of the Madrona Group, Friends of the San Juans, San Jan Island School District, Spring Street International School, and San Juan Island Park and Recreation District for dry storage for 5 wooden canoes. The Commissioners and Stephanie discussed storage and maintenance requirements of the canoes, suitability of an existing structure at Jensens, and alternate possibilities. The Commissioners will view the area individually and revisit the topic at a future meeting.

3. Action Items:

A. Approve acquisition of equipment for Port Staff exercise program

The Executive Director summarized the previous discussion about acquisition of an Adirondack Guide Boat as part of the Port's Staff health initiative. The Commissioners discussed tracking and reviewing use of the boat after a period of time.

Commissioner Marrett moved to approve the acquisition of an Adirondack Guide Boat as part of the Port's Staff health initiative with tracking of use and Commission review and evaluation by July 1st 2019. Commissioner Black seconded, and the motion passed unanimously.

4. Discussion Items

A. Waterfront Master Plan regarding Front Street parking strip

The Executive Director discussed available grants that could be requested for projects related to the Waterfront Master Plan, and future use of the Port owned property currently utilized as parking along Front Street. The Staff and Commissioners discussed additional details of the Waterfront Master Plan and possible grant funding opportunities.

B. Jensens IPG and Master Plan update

The Executive Director discussed the status of the Jensens Integrated Planning Grant and Master Plan update, and related Staff activities with the Commissioners. The Commissioners discussed possible projects and scheduled a special meeting on September 25th for further discussion.

C. 2019 Capital Budget

The Port Auditor shared the current status of the Port's reserve funds, and the preliminary 2019 capital budget.

5. Regular Business

A. Minutes for the August 22nd meeting approved with 3-0 vote.

B. Vouchers #017719-017755 for \$99,352.82, and payroll approved with 3-0 vote.

C. Administrative Items:

- i.** The Port Auditor requested a meeting date for adopting the 2019 budget. The Commissioners agreed on November 7th at 5pm for the public hearing.

6. Staff Reports

A. The Executive Assistant noted a special event planned by Downriggers on September 21st which will close the upper plaza. The Staff and Commissioners discussed the requested use of the space, which the Executive Director noted that the Town has approved the event.

B. The Airport Manager noted that the Fly-In went well despite weather conditions, with over 450 participants walking in.

C. The Executive Director gave a final update on FAA's review of the master plan chapter 3 requirements and noted an upcoming conference call to keep them on track.

D. The Airport Manager noted that the dumpsters at the airport have been secured to prevent unauthorized use. The Executive Assistant noted that only one land lease refers to providing garbage service to Airport tenants and only if there is a "community dumpster" which there is not. The Executive Director noted that the existing dumpsters are for Port and terminal tenant use only.

- E. The Harbormaster noted two break-ins at a Port storage facility, with nothing of value missing.
- F. The Harbormaster noted the first two weeks of September have been great with the marina remaining full.

7. Port Commissioner and Committee Reports:

- A. Commissioner Hertel attended the Pacific Fisheries Management Council meeting noting that he was the only individual there speaking in favor of the Southern Resident Killer Whales and his speech was well received by the Council.
- B. Commissioner Hertel shared details of a visit to Canoe Cove to view how their docks are constructed. The Executive Director noted that such docks can be constructed by Port Staff, and he plans to increase maintenance Staffing to cover such construction and additional Staff needs due to the purchase of Jensens. Commissioner Marrett noted the increase of staffing fits the Port's economic development mandate of creating jobs.

8. Citizen comments/requests:

- A. none

Commissioner Hertel adjourned the Regular meeting at 6:05 pm.


Barbara Marrett, Commissioner

Greg Hertel, Commissioner


Graham Black, Commissioner