

FRIDAY HARBOR PORT DISTRICT

Port Commission Meeting at San Juan Island Grange
152 First St N, Friday Harbor WA 98250
January 16, 2019

Minutes

Port Commissioners Present: Greg Hertel
Graham Black
Barbara Marrett

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

Public Present: 13 citizens (*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.*)

Mike Henry	Holly Henry
Randy Everitt	Kevin Berringer
Jenni Berringer	Harry Brenker
Jim Slocomb	Teddy Gosinski
Michelle Gosinski	Greg Sellentin

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

1. Citizen comments/requests:

- A.** A citizen asked about establishing security for the laundry, a restroom, and garbage. Commissioner Hertel agreed that it could be discussed at a future meeting.

2. Discussion Items:

A. Discuss Liveboard Status Terms & Authorization Application

The Harbormaster discussed the updated Liveboard policy with the Commissioners, pointing out that the changes are mainly focused on safety and compliance with applicable laws. The Staff, Commissioners, and citizens discussed several concerns and clarifications. Staff will incorporate these into an updated draft to be presented at the February 6th meeting.

The Executive Director requested to move the Jackson Beach Policy to the end of the discussion items.

B. Discuss Signage policy

The Executive Assistant introduced a new Port Signage Policy, explaining that it collects signage language from the Commercial Moorage policy into a new document which will be referred to from all other applicable policies. The Executive Director added that it also

creates policy for air carriers and their related signage. Commissioner Hertel suggested increasing the size of dock-side signage for Commercial Moorage customers, which the Executive Director noted will be explored further by Staff.

C. Discuss revisions to Employee Handbook

The Executive Director discussed the updates to the Employee Handbook with the Commissioners including edits to the history of the Port, medical coverage policy, and business conflict of interest policy,

D. Discuss revisions to Jackson Beach policy

The Harbormaster discussed the Jackson Beach Use Policy with the Commissioners, explaining that Staff are proposing to add to the former Business Use policy by including language covering general public use and public events.

3. Action Items:

A. Approve land lease for Friday Harbor F Hangar Association

The Executive Assistant presented the final Friday Harbor F Hangar Association lease, signed by the Association.

Commissioner Marrett moved to approve the Friday Harbor F Hangar Association lease. Commissioner Black seconded, and the motion passed with a 3-0 vote.

B. Review and approve Commission Committee Assignments

Commissioner Hertel suggested the Washington Public Ports representative remain with the Port Commission President seat, and that he remains the Port's representative for the Chamber of Commerce. Commissioner Marrett noted the importance of maintaining a representative on the Economic Development Council. The Executive Director stated that he has been attending the meetings and that the EDC has requested he join the board. The Commissioners and Staff discussed the Islands Oil Spill Association and Marine Resources Committee. Commissioner Marrett will remain the contact for the Pilot's Association museum.

C. Assign Trustee and Alternate Trustee for Washington Public Ports Association board

Commissioner Hertel will remain the Trustee and Commissioner Marrett will remain the Alternate Trustee for the Washington Public Ports Association.

D. Q4 Commissioner timesheets

The Port Auditor presented Q4 Commissioner timesheets for approval.

4. Regular Business

A. Minutes for the December 12th and 27th meetings approved with 3-0 vote.

B. Vouchers #018017 for \$17,212.00, #018045-018070 for \$140,725.49, #018071 for \$1,870.30, #018074-018095 for \$258,195.57 and payroll approved with 3-0 vote.

5. Staff Reports

- A. The Executive Director updated the Commissioners on the G&H dock project, noting G dock is complete and demolition has begun on H dock with an estimate for completion of mid-February.
- B. The Executive Director noted work is beginning on a Jensen's boatyard Storm Water Pollution Prevention Plan and water filtration system.
- C. The Executive Director updated the Commissioners on the Airport Master Plan status.
- D. The Executive Director noted the Airport Manager Tim Barrett was forced to resign due to a family emergency and noted staff who will be taking on the duties in the interim while the Assistant Airport Manager trains up into the Airport Manager position.

6. Port Commissioner and Committee Reports:

- A. Commissioner Black noted that momentum on rebuilding the net shed at Jackson Beach has stalled out, but he expects it will pick back up again in spring. The Executive Director noted that if needed repairs do not happen, he would like the Port to do the work and turn the shed into a beneficial resource for an established 501(c)(3) group focused on youth activities.
- B. Commissioner Marrett met with Debra Lekanoff in a public roundtable to discuss the Port's needs from the State. She noted discussions about electric car charging stations and solar panels.
- C. Commissioner Marrett noted a program at the Port of Seattle for advertising space at Sea-Tac airport and possible benefits in the Port partnering with the San Juan Island Visitors Bureau.
- D. Commissioner Marrett discussed the proposed micro business park with the Commissioners and Executive Director.

7. Citizen comments/requests: None

Commissioner Hertel adjourned the Regular meeting at 5:40 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner