

FRIDAY HARBOR PORT DISTRICT

Port Commission Meeting at

271 Front Street

November 28, 2018

Minutes

Port Commissioners Present: Greg Hertel
Graham Black
Barbara Marrett

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

Public Present: Jonathan Taylor, citizen

Commissioner Hertel brought the meeting to order at 4:02 pm.

1. Citizen comments/requests:

A. Jonathan Taylor introduced himself and noted he was there to observe the meeting.

2. Action Items:

A. Discuss and Approve revised F Hangar Lease

The Executive Assistant presented a unified Lease for the F hangars to the new Friday Harbor F Hangar Association, explaining that the change from 8 individual leases to 1 is intended to reduce administrative burden.

Commissioner Marrett moved to approve the transfer, and Commissioner Black seconded. The motion passed with a 3-0 vote.

B. Discuss and Approve revised Commissioner Timesheets

The Port Auditor presented revised Commissioner Timesheets, explaining that the changes are intended to clarify how many days of per diem the Commissioners are claiming.

Commissioner Black moved to approve the revised Commissioner Timesheets, and Commissioner Marrett seconded. The motion passed with a 3-0 vote.

3. Discussion Items:

A. Conflict of Interest policy

The Executive Director and Commissioners discussed developing policy regarding conflict of interest. The Commissioners agreed to Staff drafting policy and an update to the employee handbook to bring back to the Commission for approval.

B. Commissioner medical options

The Executive Director noted that rather than discuss at this time, Staff intend to prepare and present a full proposal to include employee medical benefits for discussion at a future meeting. Commissioner Hertel asked if this could happen before year end, which the Executive Director noted that existing policy already allows for electing to receive a stipend in lieu of coverage under the Port's medical plan.

4. Regular Business

- A.** Minutes for the October 24th and November 14th meetings approved with 3-0 vote.
- B.** Vouchers #017907-0178938 for \$34,199.20, and payroll approved with 3-0 vote.

5. Staff Reports

- A.** The Port Auditor shared the 2018 Q3 signed contracts report with the Commissioners.
- B.** The Airport Manager noted AirSide Solutions Inc. will be on site training Staff on the airport lighting systems.
- C.** The Airport Manager and Executive Director shared details of trial stormwater treatment measures to absorb metals and address the source by painting older hangar roofs, noting excellent results in recent stormwater testing.
- D.** Commissioner Black asked for more details of the seaplane base contract with Precision Approach with the Commissioners, which the Executive Director shared noting they are developing a concept with the FAA for a new seaplane base at Jensens.
- E.** The Executive Director noted PND Engineers has been selected as the marina engineer and the Port's contract with them renewed for 5 years.
- F.** The Executive Director shared that work has begun on M dock whaler replacement, noting the first few fingers have been causing difficulty but Staff are making progress and are expected to complete the work on schedule.
- G.** The Executive Director noted the Integrated Planning Grant process for Jensens is going slow due to apparent delays with Shannon & Wilson Inc. He added that their Scope Schedule Budget is now submitted and he expects subcontractor Reid Middleton to begin work on marina design alternatives which are required before the uplands design work can begin.
- H.** The Port Auditor noted she will be making the bond principal payments next month, including an extra \$100,000 payment on the revenue bond.

- I. The Harbormaster shared details of her participation in the Washington State Recreation and Conservation Office grant committee board.
- J. The Executive Assistant presented the 2019 Port calendar, noting details of the photo contest that led up to the calendar's creation. The Harbormaster added that Staff have already made good use of submitted photos for advertising purposes.

6. Port Commissioner and Committee Reports:

- A. Commissioner Black noted ongoing discussions regarding use of the Jackson Beach net shed but no tangible progress.
- B. Commissioner Black noted additional houses being barged in via Jackson Beach, and asked whether the Port charges for the use. Commissioner Hertel noted the ramp was put in by Washington State Recreation and Conservation Office grant funds, and the Port does not currently charge for the use. The Harbormaster added that the Port is not allowed to use the ramp for regular commercial use, but that it may be possible to collect a fee for these special permitted uses and the contractor is paying for moorage on the marina breakwater during this project.

7. Executive Session pursuant to RCW 42.30.110 § 1(c)

Commissioner Hertel brought the meeting into Executive Session at 4:55 pm, stating the purpose being "To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;". The expected duration of the session will be 45 minutes.

Commissioner Hertel brought the meeting out of Executive Session at 5:38pm, noting no action was taken.

8. Citizen comments/requests: none

Commissioner Hertel adjourned the Regular meeting at 5:38 pm.



Barbara Marrett, Commissioner



Greg Hertel, Commissioner



Graham Black, Commissioner