

**FRIDAY HARBOR PORT DISTRICT**  
**Port Commission Meeting at**  
**271 Front Street**  
**(Port meeting room, under San Juan Yacht Club)**  
**October 9, 2019 at 4pm**

**Meeting Minutes**

1. **Citizen comments/requests:** Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

The Executive Director Introduced New Port staff the Commissioners. Brandon Keane, Winter Zigzagger, and Jared Tompkins were introduced.

2. **Discussion Items:**

- A. **IOSA/Salish Sea earth work area B.**

The Executive Director stated that the Port needed to either work with the County to change the scope and timing of the expenditure of PFAPP funds already allocated or start using the funds. The Board discussed the following alternatives for the undeveloped area B at Jensen's Marina which would be partially funded by PFAPP funds.

1. No site development; advertise for a bare land lease and allow future tenants to develop to suit their needs. **(Pros)** no cost to Port; no potential options are excluded. **(Cons)** likely loss of up to \$336,000 in PFAPP funds for site development.
2. Commence design and site development for land side commercial building pad with water side access and parking. **(Pros)** uses PFAPP funds as intended; building foundation could serve as retaining wall reducing future costs; possible tenants and uses already identified. **(Cons)** Portions of the building would have no windows; may require premature foundation and utility work; visually unattractive parking area between building and waterfront; Precludes glamping or other potentially higher revenue uses.
3. Commence design and site development for water side commercial building pad with land side access and parking. **(Pros)** uses PFAPP funds as intended; largest potential building pad area; windows and access possible on all sides; possible tenants and uses already identified. **(Cons)** Leaves only 50' of shoreline in open space; Precludes glamping or other higher revenue uses.
4. Camping or glamping area. **(Pros)** likely highest revenue option that could fund other commercial or job producing projects. **(Cons)** Not likely to be acceptable for PFAPP funds (these funds may be able to be redirected to other areas of the Jensen's/Shipyard site); occupies limited commercial space.

**B. Poetry Sign License:**

The Board discussed whether they wish to reserve to themselves the signing of the Town Poetry Sign License or whether the Executive Director can sign for the Port if the license gives the Port final authority over the number, location, and mounting hardware for any of the poetry signage. The Board authorized the Executive Director to sign the agreement with the understanding that number, location, and mounting hardware be approved by the Board.

**C. Memorandum of Agreement for a waterfront easement.**

The Board considered whether staff should pursue a memorandum of agreement for the acquisition of a waterfront easement allowing the expansion of the Port's PMA and the acquisition of a non-residential parcel South of Turn Point Road. The Board would retain final approval of the Memorandum of Agreement. Compensation would be a combination of cash and/ or dock reconstruction for the benefit of the dominant estates.

The Board directed the Executive Director to move forward and negotiate with the current property owner for the waterfront easement and the purchase of a seven-acre parcel of land South of Turn Point Road making sure that the value is fair and equitable. The Executive Director stated that he would contact the owner to determine value and discuss a potential the sale of the seven-acre parcel to include sewer service access.

**D. Phase I ESA findings.**

Staff presented the Phase I ESA findings. The Board discussed whether the Phase I ESA report is adequate due diligence or whether to pursue additional information via a Phase II ESA. The Executive Director recommended to not go into a phase II assessment of the Shipyard Cove Marina shoreline. The Executive Director explained that if during construction contaminants were found in the shoreline soil then that issue would be mitigated at that time as an independent action.

**E. Seaplane float repair.**

The current seaplane float a Friday Harbor Marina is nearing the end of its useful life and needs a complete rebuild or replacement, replacement being the more cost-effective solution. There is no seaplane base related revenue source adequate to cover this upcoming expense. The potential funding options are:

1. Inquire as to whether the seaplane operators are willing to pay for the repair or replacement of the existing float.
2. Fund the work by diverting Marina revenue to this project.
3. Obligate the Seaplane Base to federal assurances in exchange for the \$150,000 annual entitlement funds. This would also allow, but not require, us to recapture our 10% match through PFC's.

The Board authorized the Executive Director to pursue option 3.

**3. Action Items:**

**A. IOSA/Salish Sea earth work area B.**

The Board voted 3-0 to move forward with the PFAPP funds and develop a high parking area near the Turn Point road with a retaining wall and a storm water drainage system as depicted in map C.

**B. Poetry License.**

The Board voted 3-0 to authorize the Executive Director to sign the License agreement with the City for the Poetry signs as described in section 2B.

**C. Move October 23 Board meeting to October 30.**

The Board voted 3-0 to move the October 23, 2019 Board meeting to October 30, 2019 to allow the Board members to attend the Small Ports conference.

**4. Regular Business:**

**A.** The Board approved vouchers and payroll 018688 to 018719 for \$337,299.29.

**B.** The Board approved Minutes for September 11, 18 and the 25<sup>th</sup>.

**5. Staff Reports:**

The Port Auditor provided the Board with a financial breakdown of the Capital Budget for 2020. The Board approved the Capital Budget presentation.

The Port Auditor also briefed the Board on the signed contracts for Mullis Pond and the Front Street Boardwalk design.

Port Auditor also briefed the Board on the Islanders Bank financial interests in Port Projects.

The Airport Manager advised the Board of the current projects currently underway at the Airport. The Mullis Pond project Geo Engineers did some testing at the Mullis Pond Project. There has also been some seepage of water in the new dig and a plan is underway to contain the seepage and let the project move forward. The excavation would be finished today.

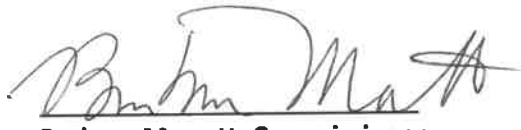
The Airport Manager reported that the cracks in the runway are going to be routed and resealed according to FAA standards.

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

Commissioner Black asked about the Downrigger patio deck and how the public could utilize part of the deck for viewing. The Executive Director said that he would talk to Debbie at Downriggers.

**7. Citizen comments/requests:** Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting. None

**8. Adjourn:**

Handwritten signature of Barbara Marrett in black ink, featuring a large, stylized 'B' and 'M'.

**Barbara Marrett, Commissioner**

Handwritten signature of Greg Hertel in black ink, with a large, flowing 'G' and 'H'.

**Greg Hertel, Commissioner**

Handwritten signature of Graham Black in black ink, consisting of a large 'G' followed by a wavy line.

**Graham Black, Commissioner**