

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
271 Front Street
(Port meeting room, under San Juan Yacht Club)
Wednesday, January 8, 2020 at 4pm
Meeting Minutes

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 the Ports new maintenance employee Kyle Gropp to the Commissioners.

Discussion Items:

A. Joint Commissioners Meeting:

The Executive Director asked the Commission if they were interested in a joint meeting with San Juan County Council to discuss (1) 2018 and 2019 PFAPP scope amendment. (2) Interlocal Agreement with the county for engineering services. (3) Joint Port/County pursuit of grants to build a new barge landing and access road. The Commission agreed to attend a regularly scheduled council meeting on February 11, at 9am.

B. Delegation of Authority (\$25-50K):

The Executive Director asked the Commissioners to consider amending the Delegation of Authority Policy to increase the Executive Director's spending limit from \$25,000 to \$50,000 for budgeted items. The increased limit is intended to match new legislative limits for expedited contracting for Ports. The Commission agreed to amending the policy.

C. Commission Representative on Request for Professional Services (RFPS) evaluation team.

Contractor Proposals and Statements of Qualifications for our Jensen's RFPS are due January 10th. Staff would like to include a Port Commissioner on the evaluation team to select the contractor. Commissioner Black volunteered to be the Port Commissioner assigned to the evaluation team.

D. Jensen's Boatyard Emergency Repair:

The Executive Director presented information requesting unbudgeted emergency repair authority at Jensen's Boatyard. The existing travel lift pilings at Jensen's Boatyard will require repair. The Executive Director estimates that the cost will be between 3k and 5K per piling and there are approximately 30 pilings needing repair. The Executive Director said that the cost could go up if there were any unforeseen problems that occurred during the repair. The Commissioners approved 200K for the project.

- B.** The Commission voted 3-0 to approve Payroll and Vouchers for 018896-018897 for \$4,587,749.50, voucher 018933-018967 for \$216,805.13 and voucher 018968-018973 for \$16,936.22.

Staff Reports:

The **Harbormaster** advised the Commission that 125 Shipyard Cove Contracts had been mailed out to the tenants. The Harbormaster further said that she has spent her first week at Shipyard Cove and has been engaged in cleaning out the building behind the marina meeting room and office.

The Harbormaster further said that the Maintenance has been working on safety issues at Shipyard Cove as well as checking on extinguishers and adding safety ladders to the docks. The Harbormaster said that we have been taking reservations for the Summer and already has groups scheduled starting in March.

The Harbormaster said that at the next meeting she would be bringing the new Shipyard Cove Rules and Regulations for review by the Commission.

The **Executive Assistant** advised the Commission that the newest issue of Waves has been sent to the Shipyard Cove tenants and customers along with the new contracts. Commissioner Marrett asked that the Waves be sent to the local news outlets for their information.

The **Port Auditor** advised the Commission that the 8.5-million-dollar bond had closed with Islanders Bank. She also advised that an accident claim against the Port was settled by the Port's insurance carrier in the amount of \$14,000.00.

The **Executive Director** advised the Commission that the Shipyard Cove purchase has been completed. He also advised that the Friday Harbor House parcel has also closed.

He also said that today he met with the City of Friday Harbor and proposes a zone change for the area where the Ports Kiosk's are located. The zone change would encompass the area South of Bakery San Juan to the Airport Pilots visitor center next to the Kiosks.

The Executive Director also said that next week he would be submitting shoreline permit submitted to the city for the boardwalk any terracing and landscaping for the pond and the trash compactor.

He further said that he has been talking to the city about the sewer solution for Shipyard Cove and Jensen's Marina. There are several solutions that will be discussed, and the best option may be joining with the city sewer system which will allow for future development of the immediate area.

Port Commissioner and Committee Reports:

Commissioner Marrett requested that the Port move forward the pond project at Fairweather Park. The Executive Director stated that he would have Port staff begin working in stages on a bubble pond in the upper level as promised.