

FRIDAY HARBOR PORT DISTRICT
Port Commission Meeting at
271 Front Street
(Port meeting room, under San Juan Yacht Club)
Tuesday March 24, 2020 at 4pm
Special Meeting Minutes

This special meeting was conducted on-line via Zoom. All Commissioners were present on-line with public access available.

Commissioners Present: Graham Black
Greg Hertel
Barbara Marrett

Staff Present: Todd Nicholson, Executive Director
Randy Everitt, Executive Secretary

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

Action Item:

- A. The Commission authorized the Executive Director to sign hard copies of any Resolutions or actions of the Commission on behalf of and at the direction of the Commission during a state of emergency where such action meets with an affirmative vote. The motion passed with a 3-0 vote.
- B. The Commission approved Resolution #20-006 declaring a Local Emergency and Delegation of Authority authorizing the Executive Director to take emergency action related to the COVID-19 emergency with a 3-0 vote.
- C. The Commission accepted public comment, and approved Resolution #20-007 authorizing the Executive Director to close transient moorage and airport camping at the Port of Friday Harbor due to COVID-19 from March 25 to April 30, 2020 with a 3-0 vote.
- D. The Commission voted 3-0 to cancel March 25, 2020 regular Commission meeting.

Discussion Items:

- A. The Commission discussed operational issues related to the COVID-19 virus.
- a. **Port Operations:** The Executive Director stated that effective March 26, 2020 staff will be working reduced hours in response to the COVID-19 to service essential functions. The Executive Director discussed the Port Operations COVID-19 document with the Commission. The Executive Director further stated that Jackson's Beach restrooms were closed in compliance with the San Juan County's Emergency Directive, however the beach is open. Reduced staff functions will include deep cleaning, security and reduced contact with the public at the main office. Some work will be completed by maintenance supporting emergency repairs and work that does not put the staff at risk. The Executive Director's intent is to support the Governor's stay at home directive and limit staff's exposure and not risk the public's health.
The Commission agreed that the Executive Director would use his discretion in the deployment of staff and duties they are assigned.
- b. **Rent Relief:** The Executive Director discussed a common approach to rent relief and recommended a three-month deferment on the base rent. The Executive Director stated that this would apply for businesses and commercial moorage. The Commissioners stated they desired to help our Port Tenants and took comments from on-line public regarding rent relief and how short- and long-term solutions could affect their businesses.
The Executive Director stated that the current relief plan could be tailored to individual businesses and hopefully give everyone enough time to recover after the Health Emergency has passed. The Executive Director stated he would work with the individual businesses and commercial moorage holders to find a sustainable solution to this financial crisis.

Regular Business:


- A. The Commission approved the Minutes for March 11, 2020 Commission meeting with a 3-0 vote.
- B. The Commission approved the Payroll and Vouchers #019113-019129 for \$20,551.02 with a 3-0 vote.

Staff Reports:

Port Commissioner and Committee Reports: None

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.

Adjourn:



Graham Black, Commissioner

FBI



Greg Hertel, Commissioner

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Barbara Marrett, Commissioner

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