

**FRIDAY HARBOR PORT DISTRICT  
Port Commission Meeting  
(Call in Information Below)  
Friday Harbor, WA  
Wednesday, July 15, 2020 at 4pm**

**Meeting Minutes**

**The public was prohibited from attending in person due to COVID-19 restrictions but could dial into the meeting via Zoom**

**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. Purchase of a used service body truck for under 20K.**

The Commission considered authorizing the Port to purchase a used service body truck to enable the maintenance section to move tools and other equipment to work sites. This purchase would replace a vehicle that is no longer serviceable. The commission voted 3-0 authorizing the purchase of the service body truck for under 20K.

**b. Community Economic Revitalization Board Grant (CERB) Resolution #20-010.**

The Commission considered the Washington State Community Economic Revitalization Board Grant for financial assistance for the undeveloped eastern edge of the Jensen Shipyard Parcel. The Commission voted 3-0 to approve submitting the grant request.

**c. Commission Representative on architectural selection.**

The Commission selected a representative to decide on architectural consultant for the Jensen's Marine center. The Commission discussed public involvement in the process and when that could take place to solicit input. The Commission decided to have a special meeting to review the architectural designs for the Marine Center during the week of July 20<sup>th</sup>. The Commission further decided to rate the designs as a group and not have a single representative.

**d. PFAPP Application Motion.**

The Commission will consider whether to apply for the Jensen M.T.C. the Commission voted 3-0 to allow the Executive Director to apply for the 2020 PFAPP grant.

**e. The Commission considered the approval of Spring Street Landing Rent Adjustments.**

The Commission will consider authorizing the Executive Director to adjust Spring Street landing Building rent to the profit share percent, or 50% of the base rent for leases without a profit share provision. The period of reduced rents would be from March to December 2020 and existing deferment agreements would remain unchanged. This proposal is narrowly targeted at sustaining occupancy in our flagship Spring Street Landing building for businesses that have been highly impacted by COVID related travel and occupancy restrictions. The proposal does not include broader Port lease properties, land leases or moorage agreements. The rent adjustments would be executed under the existing emergency delegation authority as approved in Resolution # 20-006 declaring local emergency and delegation of authority.

**Discussion Items:**

**a. MICO fence and self-work.**

The Executive Director advised the Commission of new Insurance requirement for Boatyards such as Jensen's to have insurance coverage for a self-work portion of the boat yard for boat owners who want to do some of their own work. The insurance has restrictive clauses which make it expensive for Boat yards to have self-work areas. The Executive Director was asked to find solutions to the issue if possible and determine if the fence height insurance requirement was negotiable with the Insurance underwriters.

**b. Downriggers event on July 24 at 4:30 pm.**

Downriggers Restaurant is hosting a wedding on July 24 and will have some of the patio area designated for that purpose. The Executive Director approved the Downrigger event providing all the proper permits were obtained from the town of Friday Harbor.

**c. Jensen's and Shipyard Cove wastewater strategy.**

The Executive Director reported that he is working with the Town of Friday Harbor for a Port and town solution to connecting the new construction at Jensen's Boatyard to the city sewer system instead of a localized septic system. The Executive Director said that he will remain in contact with the city to gather more information and report back to the Commission at a later meeting.

**d. Renaming Shipyard Cove and Jensen's facility.**

The Executive Director and the Commissioners discussed the future name considerations for Shipyard Cove, Jensen's Boatyard, and the future Marine technical center. A final decision will be made at a later Commission meeting.

**Regular Business:**

- a. The Commission approved the Minutes from June 24 and June 26, 2020 with a 3-0 vote.
- b. The Commission approved the payroll and vouchers 019298-019343 for \$203,753.37.

**Staff Reports:**

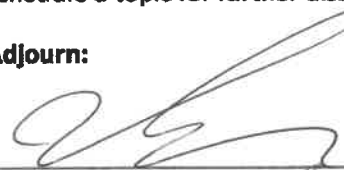
The Executive Director reported that the Travel Lift repairs would start in August and the Port was beginning to receive equipment to manufacture docks.

**Port Commissioner and Committee Reports:**

Commissioner Hertel and Marrett requested that the Commission meet at a later date to discuss next steps for the Port in the development of facilities and jobs for San Juan Island and how to be less dependent on tourism revenue.

**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

**Adjourn:**

  
\_\_\_\_\_  
Graham Black, Commissioner  
*for*

  
\_\_\_\_\_  
Greg Hertel, Commissioner  
*for*

  
\_\_\_\_\_  
Barbara Marrett, Commissioner  
*for*