

## Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday September 08, 2021 at 12:00 PM

*The public is prohibited from attending in person due to COVID-19 restrictions but may dial into the meeting via the link listed below. Comments can be e-mailed to the Port or addressed to the commission during the public comment section.*

**Commissioners Present:** Graham Black  
Greg Hertel  
Barbara Marrett (present via Zoom)

**Port Staff Present:** Todd Nicholson, Executive Director  
Phyllis Johnson, Auditor  
Tami Hayes, Harbormaster  
Amber Garcia, Executive Assistant  
Mike Roling, IT System Administrator

**Public Present:** Citizens Observed on Zoom  
Michelle Herko, Friday Harbor Labs K-12 Program  
Victoria Compton, EDC  
Chary Caren, San Juan Community Home Trust  
Michelangelo von Dassow, EDC  
Laurie Orton, EDC  
Amanda Azous, EDC  
Jayson Schmidt, San Juan Tiny Suites

**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.

### **Discussion Items:**

- A. Michelle Herko from the FH Labs K-12 Water Quality Testing made a presentation. This program works with Friday Harbor Elementary School's 5<sup>th</sup> graders to gather water samples in six different sites around the Marina. The students collect the water samples and examine them under microscopes for Fecal coliform colonies. The sampling takes place nine times a year at all six sites. The results are summarized, and reports are given to the Port and Town of Friday Harbor.

Due to the rise in costs for items that the students use, Mrs. Herko is requesting an additional \$200. The total amount requested for 2022 is \$3,200.

The Commission would like to continue contributing to this program and the \$3,200 will be built in the Port's 2022 Budget.

- B. San Juan County Economic Development Council (EDC) presented a slideshow to the Commission. The EDC works to build an environment that helps business owners create jobs. They serve business: linking organizations and resources, providing valuable information, rendering assistance and advocating for an improved island business environment. Since COVID-19 the EDC has been giving additional support to the community and struggling businesses. They have been helping people through the unemployment process, helping businesses with government relief programs, and helping businesses improve their tech skills.

The EDC is requesting a contribution of \$19,000 for 2022. The Commission would like to continue contributing to this program and the \$19,000 will be built into the Port's 2022 Budget.

- C. The Executive Director would like to discuss a request Commissioner Marrett brought forward that the Commission consider a list of attributes that would guide the Commission's decision in land leases. The Commission does this informally, this would be putting it down as a guideline and making it formalized.

The Executive Director is going to get a legal opinion on the guidelines and bring it back to the Commission at a later time for more discussion.

- D. The Executive Director presented a potential temporary lease for Saltwater Farms on Parcel D with a five-year term.

The Commission is not interested in transient rentals on Parcel D and therefore pass on the temporary lease for Saltwater Farms.

- E. The Executive Director brought forth a consideration for Weber Way parcel 2 or a portion of the South Storage lot for a bulk propane facility.

The Commission discussed the non-adopted leased property criteria and safety considerations with having a propane facility on airport property. Even if the FAA says it's okay safety wise, the Commission believes it's too close to the flight path and has too much perceived danger and would like to hold on to this parcel for another use.

- F. The Executive Director discussed with the Commission what their interest would be in acquiring an upland five-acre parcel adjacent to the Shipyard Cove.

The Executive Director presented that this parcel has the potential to have a significant number of both short-term benefits related to the Marine Technical Center as well as the build out of the master planned changes at Shipyard Cove and Jensen's. The downside to this is it's a significant unbudgeted expense, but it would be able to spread it over time. In addition, this parcel has a low-income housing restriction or requirement when it was rezoned and brought into the town.

The Executive Director suggested the low-income restriction could maybe be work force housing or live workspaces, which would benefit the community.

Commissioner Marrett added that the Port needs more land to help with the Port's economic development mission. There are several requests for use of airport property that aren't compatible up there. This property could give the Port a lot of flexibility to fulfill this mission.

Commissioner Black and Commissioner Hertel think the Port should slow down and focus on what the Port already has and finish what we already started.

Commissioner Black inquired if this additional parcel is needed to help finish what the Port has already started. The Executive Director shared that the Port is having to jump through hoops for Planning Permits for the limited amount of property that on the Shipyard Cove/Jensen's property and this additional parcel would be beneficial.

The Executive Director added that he is working through septic plan right now for the Marine Technical Center (MTC). The community system serves the Home Trust, and we are working with them on doing an expansion of their system. They're working with us to come up with an area for us to be able to get our drain field on a temporary easement until sewer services are available. You can't put the community septic anywhere on MTC property. It's got to be somewhere over across the road.

The Executive Director is going to do additional research and get the verbiage of the actual description of the restriction on the parcel and bring it back to the Commission at a future meeting.

- G. The Executive Director presented a draft of Resolution #21-010 Mandatory Covid-19 Vaccination for Port of Friday Harbor Employees for review and wanted The Commission to consider whether the Port should require vaccinations for Port Employees.**

The federal agencies have a mandate, the state followed suit, and the county followed suit. This is happening over governmental and private entities across the United States. The Commission agrees that the Port should lead and make Covid-Vaccine's mandatory.

Commissioner Black made a motion to adopt Resolution #21-010, Commissioner Hertel seconded, approved unanimously with 3-0 vote.

## **Action Items:**

- A.** At the last Commission Meeting the discussion regarding traffic calming for Jackson Beach Road ended with a tie vote, therefore that item was brought back for when Commissioner Marrett was able to be present.

Commissioner Marrett stated that Public Works views it as a public road, and she views it as a park, and we owe it to the public to keep the park as safe as possible.

Commissioner Black made a motion for Executive Director to prepare the letter for signatures to be sent off to the County Commissioners. Commissioner Marrett seconded, Commissioner Hertel opposed, motion carries 2-1.

The Executive Director presented the letter for signatures.

- B.** The Executive Director stated that lessee, San Juan Tiny Suites would like to get a determination of maximum density so they can size electric, water, and sewer utilities which really must be done at the beginning of development.

Lessee, Jayson Schmidt stated that he attempted to locate each unit within the tree boundaries so that they're not affecting or having to remove trees. There would be thirteen tiny homes and one maintenance shed. The shed would be a shipping container 40' x 8' along Weber Way, there is a significant amount of screening from the road.

Commissioner Marrett believed that there would be only five tiny homes and doesn't approve of this use at the airport.

Commissioner Black moved to approve the density of thirteen tiny homes with one maintenance shed. Commissioner Hertel seconded, Commissioner Marrett opposed, motion carries 2-1.

- C.** Banner Bank Credit card limit to be increased to \$24,500 Resolution #21-009. Banner Bank requested that the Port provides them with a signed resolution Commissioner Marrett moved to approve, Commissioner Hertel seconded, approved unanimously with 3-0 vote.

## **Regular Business:**

- A.** The Commission approved the minutes from the July 28, 2021 meeting. Commissioner Hertel moved to approve, Commissioner Marrett seconded, and Commissioner Black abstained. Approved with a 2-0 vote.
- B.** The Commission approved the minutes from the August 11, 2021 meeting. Commissioner Hertel moved to approve, Commissioner Black seconded, and Commissioner Marrett abstained. Approved with a 2-0 vote.

- C. The Commission approved the minutes from the August 25, 2021 meeting. Commissioner Hertel moved to approve, and Commissioner Black seconded, approved unanimously with 3-0 vote.
  
- D. The Commission approved payroll and vouchers #02098-02131 for \$285,380.01. Commissioner Hertel moved to approve, Commissioner Black seconded, approved unanimously with a 3-0 vote.

**Staff Reports:**

The Port Auditor announced that the Annual Audit is complete. Commissioner Hertel will join in on the exit interview with the Port Auditor and State Auditors next Thursday.


The Commission inquired on the amount of Marina guests. The Harbormaster reported that it has been a very busy summer. There are a couple of rendezvous groups this month and with winter moorage, the marina will be packed for winter. The waitlists are long and there are lots of people wanting to get on it.

The Commission asked for an update on Shipyard Cove rebuild. The Executive Director responded that Port Staff has built all but a handful of the 30-foot fingers. Right now, they're working with the PUD to get a new transformer. In the meantime, staff has received all the electrical supplies in, except for the Big G Cable. The insurance claim for the collapse has not yet been settled.

**Port Commissioner and Committee Reports:**

**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: 1:20 PM**

  
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Graham, Black, Commissioner

  
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Barbara Marrett, Commissioner

  
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Greg Hertel, Commissioner