

## Friday Harbor Port District

Port Commission Meeting Minutes  
San Juan Island Yacht Club  
Wednesday October 13, 2021 at 12:00 PM

*With Covid-19 restrictions lifted, the public is now able to attend the meeting in person. You may also dial into the meeting via Zoom. Please note that if you are attending via Zoom, it will be in listen only mode, and comments will not be able to be made. Comments can be e-mailed to the Port to be addressed to the commission during the public comment section.*

**Commissioners Present:** Graham Black  
Barbara Marrett

**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  
Victoria Compton, EDC  
Bill Cumming  
Les Kempton  
Jason Knott, ESI LLC

**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.

Citizen, Bill Cumming inquired on the dimensions of the Jensen Haul-Out facility.

The Executive Director replied as soon as the Port can get into the facility the exact dimensions will be published.

### **Discussion Items:**

#### **A. Jensen Boatyard transition plans & status.**

The Executive Director reported that MICO and the Port are continuing ahead on the transition. In the next two weeks, MICO will be moving all the materials out and their employees be off site as of the October 22<sup>nd</sup>, as well as any boats that are on the hard will be wrapped up.

As of now, both parties have not signed the lease termination, it will happen within the next week once the leasee completes their inventory.

The staffing plan for the facility is as follows:

Lenny Mason who was originally brought over to the island by MICO to run the boat and has been a Port employee for the past seven months. He has over 15 years of experience in boatyard operations and his is highly motivated, he will be the lead.

Garrett Smith will be the second full time employee; he is currently the MICO's travel lift operator. He comes highly recommended by MICO, IOSA, and several individuals.

The boatyard permit process is underway. A press release was sent out to start the clock on the waiting period to obtain the boatyard permit. The target is to be opened and operating by January 1.

The stormwater pollution prevention plan will be finalized and sent over to ecology for them to review during the waiting period.

The facility rules and regulations are currently being drafted, as well as vendor outreach to marine craftsman to see if there's interest in leasing office/workspace.

The Commission will email the Executive Director ideas for the Mission and Vision Statement components.

The Executive Director presented the proposed rates. Rates of other facilities in the region were evaluated including, Olympia, Edmonds, and West Sound Marina. The proposed rates are based on a structure that is on the on the mid to lower end of the cost structure, as far as lift, wash, and the combination of environmental fee.

The storage rates would be less expensive than what MICO and the Ahrenius' had but higher than the area average due to there being very limited yard space and the idea is to keep boats moving in and out.

Citizen, Bill Cumming asked in terms of vendors, how are you going to accommodate somebody who's not a pre-determined Vendor listed on the Port's vendor list?

The Executive Director responded that if you're a vendor and you want to work in the yard, you don't have to be a local vendor necessarily. They would need to provide a copy of a business license, insurance, and name Port of Friday Harbor as additional insured. If the boat owner has a friend or family member helping them do self-work on their boat, the owner would need to be present at the time of work.

Jason Knott with ESI shared, he lost business because he had to send a boat to Anacortes because it was not able to haul out effectively here. He also shared his

environmental concern when it comes to bottom paint and storm runoff. The Commission responded that the Port is in the middle of a big environmental cleanup (MATCA) right now, the Port is aware.

The Executive Director presented the proposed Jensen Boatyard budget. After labor and all cost the Port would be cash positive. It would be highly unlikely that the Port would lose money or need to be subsidized on an operational basis. The facility will not be a large profit center for the Port. This is an economic development project for the community. This will allow ten to fifteen businesses to keep up and running and give them the opportunity to grow their businesses.

**B. Proposed Shipyard Cove ramp closure to small boat launching as of 12/31/2021.**

The Harbormaster addressed the Commission, the landing is being used more extensively by barges than it has been in the past therefore there is a significant amount of large truck traffic. In addition, the boat ramp is not in good shape, it is extremely short and in need of repairs. With increase barge use, the Port work that is going on, and the increase of recreation boat ramp use the facility is completely overloaded and there is no parking of any kind. Customers are parking in places they shouldn't be, blocking areas they shouldn't be blocking, other customers were blocking the barge landing.

It would be safer for the public to launch at Jackson Beach as opposed to Shipyard Cove, Jackson Beach is available for use immediately adjacent over the hill. Once the new ramp goes in in the next couple of years, it will be much more suitable to truck and trailer traffic recreational.

Citizen, Bill Cumming stated that Jackson's Beach is quite a distance from the Town of Friday Harbor, trying to get around Turn Point in a small boat is a safety hazard. He added, he has a small dinghy that is a part of his boat that is currently moored that periodically needs to pull out of the water. Would moorage tenants be able to remove dinghies if need be?

The Executive Director responded, if you're a tenant you have a 20-foot slip and you're putting it in for the year or taking it out that's different than somebody who is not in the facility using the ramp. It's about trying to reduce that impact as much as possible.

The Commission would like the Port to conduct a public outreach campaign and slowly start moving in the direction of closing the small boat launch.

**C. Fees and Charges; highlight of 2022 changes.**

The Auditor presented the 2022 Fees and Charges. The fees and charges have been increased by CPI or the fee is set based on management.

Significant fee changes were presented as follows:

- Insurance non-compliance fee, per month \$100
- Barge Ramp Fee increased from \$60 to \$80, in support of future rebuild.
- Vendor space on main pier
  - Daily rate \$25
  - Monthly rate \$200
- Landing fee aircraft
  - 7,501-12,500 lbs. \$50 (*\$20 since 2018*)
  - 12,501-15,000 lbs. \$100 (*\$100 since 2012*)
  - 15,501-17,500 lbs. \$150 (*\$150 since 2014*)
  - 17,501-20,000 lbs. \$250
  - 20,001-24,000 lbs. \$350
  - 24,001 lbs. + \$500
- Administrative fee if not paid prior to departure \$20
- Commercial landings with agreements \$1 per 1,000 lbs. (*.60 since 2011*)

**D. Preliminary 2022 Capital Budget overview.**

The Auditor presented the 2022 Capital Budget totaling \$893,250.

**E. Scheduling the October 27, 2021 regular meeting to a bill pay meeting.**

The Commission agreed to change the October 27, 2021 regular meeting to a bill pay meeting.

**Action Items:**

**A. Adjustment of medical benefits.**

The Executive Director addressed the Commission, per their request the medical benefit changes were reviewed again. The changes are as follows:

- 75% Port share of dependent coverage.
- Reinstate Medical Reimbursement Account at a maximum of \$2,000 per individual or family.
- Estimated annual cost of adjustment is at or below \$49,800.

This does not require a vote. This is part of the delegated authority, the Commission has reviewed and commented and now this will move forward. This will be adopted into the budget, which the Commission approves.

- B. Consider 30-day extension on full vaccination deadline for employees with a first vaccine dose.

The Executive Director informed the Commission that there is one employee who is awaiting their second Covid-19 vaccine and will not be able to get it prior to the full vaccination deadline. A 30-day extension is being requested.

Commissioner Marrett made a motion to extend the full vaccination deadline, Commissioner Black seconded; motion carries 2-0.

**Regular Business:**

- A. The Commission approved the minutes from the September 22, 2021 meeting. Commissioner Black moved to approve, Commissioner Marrett seconded, and approved with 2-0 vote.
- B. The Commission approved payroll and vouchers #02173-02227 for \$403,910.07. Commissioner Hertel moved to approve, Commissioner Marrett seconded, approved unanimously with a 2-0 vote.

**Staff Reports:**

The Harbormaster shared that the website is currently being revamped.

The Auditor asked the Commission if they would be interesting in attending the Annual WPPA Meeting.

The Auditor also asked the Commission if they would be available for a Special Meeting November 17, 2021 to adopt the Citizen's Budget. Tentatively they are available and are going to double check their schedules.

The Executive Director announced that the Port has been approved and funded for a DOE Grant for the Jensen cleanup for the feasibility of the remedial investigation and feasibility study. Awarded 50% of 2.4 million, 1.2 million in match funds that can be used retroactively up to 600,000.

**Port Commissioner and Committee Reports:**

Commissioner Marrett shared about a call with Maritime Washington she was a part of. The goals of the organization are to support tribes and organizations in sharing maritime heritage and drawing connections between maritime heritage and healthy shorelines. Making the shorelines accessible but at the same time conserving them and then preserving history.

**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.

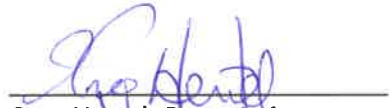
**Adjourn:** 2:03 PM

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Graham, Black, Commissioner

A handwritten signature in blue ink, appearing to read 'Barbara Marrett' with a stylized flourish at the end.

Barbara Marrett, Commissioner

A handwritten signature in blue ink, appearing to read 'Greg Hertel' with a stylized flourish at the end.

Greg Hertel, Commissioner