

Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday November 10, 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
Greg Hertel
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
Mike Ahrenius
Craig Blake
Mitchell Chevalier
Bill Cumming
Erin Graham & Matt Aretta, A1 Marine
Sally Hawkins
Julie Hart
Jay Hurlburt
Bill Lowe
Jason Knott, Essential Sailing
Jim Slocomb
Gary Westby, Friday Harbor Marine

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. Status and plans for operating the Jensen's Boatyard.

The Executive Director gave a status update to the Port Commission.

The formal termination of the MICO Lease has officially been signed. The Port is now back in possession of the yard, operating the yard, and currently working in it. The boatyard permit which was a critical path item to be able to open January 1, 2022, is going very well with Ecology. We should have it in hand long before the January 1 target date.

Port Staff is currently performing grading work, getting ready to put the kiosks in place, and updating all the office space in the Community Office Spaces. All the work is solidly on track, the Executive Director does not see anything that would prevent the Port from opening the yard on or before January 1. Some of the Contractors/Vendors might not be fully moved in and ready to operate from the yard, they might be providing services from their current locations for a short period of time.

The Executive Director presented updated Boat Yard Rates, as well as drafts of The Boat Storage Agreement, Best Management Practices (BMP's), and Rules and Regulations.

A Citizen inquired if the Port is going to be the one coordinating after hours calls if there's an emergency and a boat needs to be lifted.

The Executive Director responded that the Port would respond to after hour calls and respond to emergencies.

The Executive Director presented a vendor questionnaire that will be sent out to marine business vendors. He also inquired on what type of selection process for the boatyard vendors would the Commission like to see.

Citizen, Bill Cumming suggested maybe having some users of the yard in the Chandlery Selection Committee.

A Citizen asked what kind of work is allowed in the kiosks. The Executive Director responded that anything that is allowed within the BMP's will be allowed. The Kiosks could be used as an office space or to store tools.

A Citizen inquired on what happened to the pond. The Executive Director responded, the pond has been turned into additional yard space and has been removed from the storm water system. Now all storm water goes through a two-stage filter.

The Commission agrees that the panel option for selecting the vendors for the chandlery would be best. The Port staff, one Port Commissioner, and a member of the community will review the questionnaires, do their analysis of candidates, and have a recommendation ready for the Commission at the December 08, 2021, meeting.

The Commission would like the kiosks and short-term leasable office space to be initiated by the staff. If there is an overwhelming amount of interest, it will come back to the Commission for review.

A citizen inquired if priority selection for rental spaces will be given to the vendors that are essential in the boatyard operation such as bottom paint and fiberglass workers.

The Executive Director and Commission responded that if there is an overwhelming amount of interest then yes. Someone who does bottom paint needs a space to run their business, unlike a brightwork business who can be more mobile.

Action Items:

- A. Adopt primary operations model for Jensen's Boatyard.

Commissioner Hertel moved to approve the Port staff running the lift and yard operations model for Jensen's Boatyard, Commissioner Marrett seconded, and approved with 3-0 vote.

- B. Determine dates for November and December Bill Pay Meeting.

Commissioner Hertel and Commissioner Marrett will be able to attend a Bill Pay Meeting on Wednesday November 24, 2021, and Wednesday December 22, 2021.

Regular Business:

- A. The Commission approved the minutes from the September 30, 2021, Special Meeting. Commissioner Hertel moved to approve, Commissioner Marrett seconded, and approved with 3-0 vote.
- B. The Commission approved the minutes from the October 13, 2021, Meeting. Commissioner Hertel moved to approve, Commissioner Marrett seconded, and approved with 3-0 vote.
- C. The Commission approved the minutes from the October 27, 2021, Meeting. Commissioner Hertel moved to approve, Commissioner Marrett seconded, and approved with 3-0 vote.
- D. The Commission approved payroll and vouchers #02273-02310 for \$172,944.53. Commissioner Black moved to approve, Commissioner Hertel seconded, approved unanimously with a 3-0 vote.

Staff Reports:

A. Review Citizen's Budget Guide-

The Port Auditor presented the Citizen Budget Guide to the Commission for review prior to posting it on the Port's Website. The guide shows that it is based on the 4.94 CPI rate for August. Revenues are conservatively budgeted, and expenditures are accurately budgeted.

B. NW Hangar Project-

The Executive Director gave a progress update. All the earthworks and taxiway wrapped up by the end of December or shortly thereafter. The same contractor is doing the foundation. The foundation should be in and hard about the same time the building shows up. This progress of this project is where it should be.

C. Shower Remodel-

The Executive Director gave a progress update. The Port is dealing with disagreements about the permitting process with the Town of Friday Harbor, this will be worked through over the next couple of weeks. This project is too risky at this point to try to get done this winter and open on time. The Port will work on getting a contractor on board and have them start next October for a fall 2022 project.

D. Jensen Marina Rebuild-

The Executive Director gave a progress update. Staff are working on the last few fingers and will be starting the electrical install. The Port is trying to get a contractor on board for doing the utility boring and trenching for the transformer. All of that is likely to come together in the January time frame. The remaining risk factor is supply chain, there are some breakers and other components that are delayed.

Port Commissioner and Committee Reports:

Commissioner Marrett reported on attending the Small Ports Conference. There was a talk on the Infrastructure Systems Coordinating Council. This council is helpful for small ports that don't have an idea of how to get everyone to the table. Port can provide them with a two-page proposal on something big that you want to do, and they'll help you with funding, environmental inventory, income survey, value planning, guide, resource catalog. They get everyone to the table all at once.

Commissioner Marrett will be sharing some great resources from a website discussion with Port Staff, to further help on updating the current website.

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: 1:50 PM

A handwritten signature in blue ink, appearing to be 'Graham Black', written over a horizontal line.

Graham, Black, Commissioner

A handwritten signature in black ink, appearing to be 'Barbara Marrett', written over a horizontal line.

Barbara Marrett, Commissioner

A handwritten signature in black ink, appearing to be 'Greg Hertel', written over a horizontal line.

Greg Hertel, Commissioner