

## Friday Harbor Port District

Port Commission Meeting Minutes  
Shipyard Cove Meeting Room  
Wednesday December 22, 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 via Zoom  
Barbara Marrett

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

**Public Present:** Matt Aretta, A1 Marine  
Erin Graham, A1 Marine  
Victoria Compton  
Emily Anton, Essential Sailing (ESI)  
Jason Knott, Essential Sailing (ESI)

**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. Use of the National Fish & Wildlife Foundation grant funds to acquire a primary oil spill response boat for use by IOSA.

The Executive Director explained to the Commission, originally the grant was set up to help fund \$200,000 for the sewage pump and about \$200,000 for the IOSSA headquarters as part of the Marine Tactical Center. Since the Marine Technical Center is questionable at this point and not happening soon, the Port asked the Fish and Wildlife Foundation to change the scope of the grant funds and they've agreed to do so.

Now \$50,000 can go towards the sewage pump (the rest of it is being covered by State Parks, zero cost to the Port) and allow the Port to purchase a primary oil spill

response vessel to replace IOSA's boat, the Goose which is in terrible shape.

The Commission would like to proceed with this, and the Executive Director will work with legal to come up with an agreement and will bring back a resolution for the Commission at a future meeting.

- B. Airport Spring Street parcels (old office supply store area): discuss the merits of granting a 90-day feasibility period for a private developer to create a proposal with front facing business space and storage behind the business fronts.

The Executive Director shared that there is a private developer who is interested in creating a proposal for the Airport Spring Street parcels (old office supply store area). The developer is requesting a 90-day feasibility period to do so.

The Commission granted a 90-day feasibility period.

**Action Items:**

- A. Consider granting the Executive Director the authority to execute Jensen boatyard space leases for the chandlery and upstairs space to ESI under substantively the same format and terms as presented.

The Executive Director stated that the Port received a single proposal for the Jensen's Boatyard Chandlery and upstairs office space. He presented the lease to the Commission for review and pointed out revisions that have been made. Revisions include utilities, the Port will provide water and sewer. The lessee is responsible for electric and garbage. The next revision is about parking. The upstairs and downstairs rented space have a single parking space designated in front of the building. All other workers and customers must park in the common Jensen parking lot unless authorized by the Boatyard Lead.

The Executive Director added that the Port didn't get as much response as they had anticipated. An announcement was published in the newspaper, various online papers, on our website, Facebook, and Port staff personally called several businesses. The Executive Director requested that the Commission to allow him to execute the two leases.

Commissioner Marrett moved to approve the execution of the Jensen boatyard space leases for the chandlery and upstairs space, Commissioner Black seconded, and approved with 3-0 vote.

- B.** Consider approval of the recommended 2021 accounts receivable write offs.

The Harbormaster presented 2021 accounts receivable write offs totaling \$10,591.24 to the Commission.

Commissioner Marrett moved to approve 2021 accounts receivable write offs, Commissioner Black seconded, and approved with 3-0 vote.

**Regular Business:**

- A.** The Commission approved the minutes from the December 08, 2021, Commission Meeting. Commissioner Marrett moved to approve, Commissioner Black seconded, and approved with 3-0 vote.
- B.** The Commission approved payroll and vouchers #02369-02403 for \$99,863.49 Commissioner Marrett moved to approve, Commissioner Black seconded, and approved with 3-0 vote.

**Staff Reports:**

The Executive Director introduced Boatyard Lead, Lenny Mason, to the Commission who gave an update on the progress at Jensen's Boatyard.

He stated that they already have a few haul-outs scheduled, there's also been inquiries on renting space. They've also been working on switching out the boat stands with new Port owned stands. Everything will be ready to go for the planned January 03, 2022, opening.

The Port Auditor informed the Commission that the 2022 calendar will be brought to them at the next meeting and if they have vacation plans made and know when they're going to be gone, if they could bring those dates to the next meeting it would be much appreciated.

The Executive Director gave an update on the Airport Northwest Hangers project. Olympic Peninsula Construction's insurance company is meeting with local contractors to potentially finish the work that Olympic Peninsula Construction was supposed to complete.

The Executive Director shared with the Commission that he walked through the available spaces at Jensen's with A1 Marine. They elected to work with the Port to accommodate their needs as the Shipyard Cove Facility.

**Port Commissioner and Committee Reports:**

Commissioner Hertel and Commissioner Marrett both shared that they are hearing from customers who were impacted by the covered moorage collapse that they are having a difficult time dealing with the insurance companies.

The Executive Director responded that the Port has been contacting the insurance companies regularly to get everything wrapped up.

Commissioner Black brought up that the Commission and staff should start thinking about signage coming into the two marinas. Shipyard Cove has a sign that says, "Private Marina."

The Executive Director responded that this will be a discussion item in a future meeting.

**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: 12:57 PM**



Graham, Black, Commissioner



Barbara Marrett, Commissioner



Victoria Compton, Commissioner