

## Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday January 26, 2022 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  
Victoria Compton  
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:** None

**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.** Port support of WPPA letter to the State legislature.

Washington Public Ports Association (WPPA) is asking the Port to sign on their legislative priorities. There are items on their priorities that would be beneficial to the Port.

The Commission agrees with WPPA's priorities, the Executive Director will respond on behalf of the Port Commission.

**B.** Jackson Beach Road speed humps and coordination with San Juan County.

The County has yet to respond to the letter the Port Commission sent regarding the safety concern of there being a lack of speed humps on Jackson Beach Road. Commissioner Compton and the Executive Director will be meeting with the County Engineer later in the week.

**C. Process for updating strategic plans and site master plans.**

The Commission discussed whether a consultant needs to be hired or if the updated strategic plan can be produced in-house amongst staff. It is important to them to have public input on the future of the Port and their mission.

The Executive Director and staff will begin working on this plan in-house. He will send the Commission a draft of the 2011 document for them to edit and add to. In addition, he will also send out a couple of examples from other Port's for review.

Once there is an updated document with the Commission's consensus, the plan will be brought back for a public hearing for community input and then it will be adopted.

**Action Items:**

**A. Consider initiating a Port staff wellness program.**

The Commission discussed the possibility of having a Port staff wellness program. It was suggested that the Port could possibly pay for the first two months of Noom.

The Executive Director shared that he has spoke with staff and there wasn't any interest in Noom. He suggested maybe staff would get more use out of a Fitbit.

Commissioner Compton moved to put a discretionary \$2,000 in an internal staff wellness fund. Commissioner Compton then amended her motion to put a discretionary \$3,500 in an internal staff wellness fund, Commissioner Black seconded the amended motion, and approved with 3-0 vote.

**Regular Business:**

**A.** The Commission approved Minutes from December 22, 2021 Commission Meeting with the correction of updating the last name of Emily from Knot to Anton. Commissioner Compton moved to approve with the one correction, Commissioner Black seconded, and approved with 3-0 vote.

**B.** The Commission approved vouchers #02481-02518 for \$82,957.19. Commissioner Black moved to approve, Commissioner Compton seconded, and approved with 3-0 vote.

**Staff Reports:**

The Executive Director reported on a letter that was received from a neighbor near Jackson Beach. The letter voiced their concern with the kayak companies using headlamps and lights at night.

The Executive Director would like to obtain an interlocal agreement with the County to

use the beach space near the old barge landing. The Harbormaster added that this would be more of an extension of the beach. The area would be for the kayak companies to operate out of that end of the beach. It would also free up more space near the boat launch and there would be less traffic going up and down the road. In addition, the Port could provide the companies a space to leave their vehicles and kayaks in a more secure location so they are not having to trailer their kayaks in and out numerous times a day.

The Harbormaster announced that Port Sponsored Events will be returning this year. This includes the Second Annual Rock and Roll Regatta sponsored by 92.9 KISM and the Fourth of July Rock the Dock.

The Boatyard Lead gave a status report of how things are operating at Jensen's. The Chandlery is up and running. The boatyard schedule is about three weeks out, with approximately 60-70% of the calendar being booked. He's been getting a lot of positive feedback with how the operations are running as well as how the yard has been cleaned up.

The Executive Director shared that the Northwest Hangars project is still stalled with \$50,000 in liquidated damages at \$1,000/day being accrued by the Bonding Company.

He added, IOSA has elected to use the \$575,000 in grant funds towards the building instead of the oil response boat. They will fundraise on their own for the boat. The Port will move forward with the expansion of where they're currently located at 532 Shelter Road. The Port will still own the building, IOSA will be leasing it.

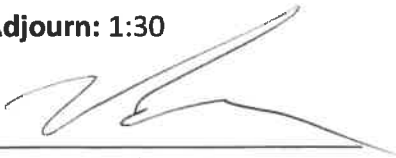
#### **Port Commissioner and Committee Reports:**

Commissioner Black shared that the Port's own, Adam Parrot is directing a Reader's Theatre and he will be acting in it.

Commissioner Compton had questions regarding the type of roofing on the covered moorage that is getting replaced.

**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: 1:30**



Graham Black, Commissioner

*For Victoria Compton*



Barbara Marrett, Commissioner



Victoria Compton, Commissioner