

## Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday September 14, 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:** Barbara Marrett  
Graham Black  
Victoria Compton

**Port Staff Present:** Todd Nicolson, Executive Director  
Phyllis Johnson, Auditor  
Tami Hayes, Harbormaster  
Amber Garcia, Executive Assistant  
Kyle Gropp, Capital Projects Supervisor  
Mike Roling, IT System Administrator

**Public Present:** Becki Day, Chamber of Commerce  
Erin Graham, A1 Marine  
Dan Grausz, Citizen  
Michelle Herko, K-12 FHLSOP  
Greg Hertel  
Linda Hugh, EDC  
Necia Quast, LWVSJ  
Ken Olson, Citizen  
Chris Reed, EDC  
Marti McCounell, EDC

**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, Ken Olson addressed the Commission regarding parking next to the Marina Office. He stated the marina parking is diminishing and asked why there are designated no parking spaces next to the trash compactor. The Executive Director replied that the no parking spaces are going to be where the recycle center is going to be located.

Dan Grausz shared his concerns about having to pay for parking at the airport to use the electrical charging stations. The Commission would like to put this as a discussion item on a future meeting agenda.

Greg Hertel encouraged the Commission and Executive Director to complete the electrical down at Jensen Marina as soon as possible.

**A. Chamber of Commerce Budget Request**

Becki Day with the Chamber of Commerce thanked the Commission for the annual contribution for the Fourth of July Fireworks. For the 2022 Fireworks the Port contributed \$2,500. For 2023 the Chamber of Commerce is requesting an additional donation upwards of \$6,000 more.

The Commission will take this into consideration when putting together the 2023 Budget.

**B. EDC Budget Request**

Chris Reed, Linda Hugh, and Marti McCounell with the Economic Development Council (EDC) gave a presentation to the Commission which highlighted the resources that they offer to the community. They are requesting a contribution from the Port of \$19,000 for the upcoming 2023 year which is the same amount as 2022.

The Commission will take this into consideration when putting together the 2023 Budget.

**C. K12 Water Quality Program Budget Request**

Michelle Herko with Friday Harbor Labs shared with the Commission how much the K12 Water Quality Program means to the kids. She added, the data the kids collect has helped alert the Port of waste tank issues of vessels. They are requesting \$3,300 for 2023, \$100 more than 2022.

The Commission is onboard and they will put the contribution of \$3,300 into the 2023 Budget.

**Consent Agenda:**

- A. Approval of Minutes: August 24, 2022 Meeting Minutes**
- B. Approval of Vouchers: Payroll and Bills Vouchers #03064-03115 for \$507,539.23.**

Commissioner Black moved to approve all items in the Consent Agenda, Commissioner Marrett seconded, all items approved unanimously.

**Action Items:**

- A. Consider Authorizing the Director to Execute Dock Manufacturing Interlocal Agreements**

Commissioner Black moved to authorize Executive Director to sign Interlocal Agreements with other jurisdictions using an agreement form substantially similar to the form as provided in the rollout package.

Commissioner Compton seconded the motion, approved unanimously.

- B. Consider Approval of PAE Contract #22-008 First Amendment for \$50,000 (Taxiway Contractor Default Related)**

Commissioner Compton moved to approve Contract #22-008, Commissioner Black seconded, approved unanimously.

- C. Consider Approval of PAE Contract #22-009 First Amendment for \$15,000 (Hangar A Contractor Default Related)**

Commissioner Compton moved to approve Contract #22-009, Commissioner Black seconded, approved unanimously.

#### **Discussion Items:**

- A. Staffing Considerations for Budget**

The Executive Director would like to build the draft Budget including four new employees. Two employees for the Maintenance Team and two for Dock Manufacturing. He will take a look at the Capital Budget and will bring the draft Budget recommendation to the Commission.

- B. Tariffs and Lease Rate of Return**

#### **Tariffs:**

The Executive Director presented the Commission with a graph displaying monthly slip costs for the Port as well as neighboring marinas. He is recommending adjusting rates only by CPI across the board which is 9%. The Port's slip costs for 50- and 60-foot slips are on the low end compared to the area marinas.

The Commission discussed whether they would like to increase the 50 and 60 foot slips this year in addition to the CPI. This will be put as an Action Item on the next meeting agenda.

#### **Lease Rate of Return:**

The Executive Director shared the Rate of Return is currently 8%. The Rate of Return is the percentage that we charge on the value of land for land leases. This primarily affects the airport lands both FAA aviation lands and the non-aviation lands.

The Commission would like to bring this back to the next meeting.

**C. Schedule for Policy and Planning Workshops**

There was a scheduling conflict with the next regular meeting and therefore the meeting will be Wednesday September 28, 2022 beginning at 2:00 PM.

Tuesday October 11, 2022 will be a Special Meeting for the Policy and Planning Workshop beginning at 12:00 PM.

**D. Time Permitting: Lease Policy & Greenhouse Gas Policy**

These two policies will be delayed until the Special Meeting for the Policy and Planning Workshop Tuesday October 11, 2022.

**New Business: Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting.**

The Commission would like to add an airport noise discussion to the next meeting.

**Staff Reports:**

**A. Hangar A Roof**

The Executive Director shared with the Commission that only one bid was received for the Hangar A Roof, and the bid was super high and therefore declined. It will be more cost effective to install the roof in house.

**B. Main Marina Recycling Center Update**

The Recycling Center will be located next to the trash compactor. There will be individual bins for glass, aluminum, and plastic bottles. The bins will be designed so that individual only items can fit in. The Maintenance Team will empty the individual bins into a larger recycle receptacle. This method will hopefully help reduce the contaminated recycling issues the Port was previously having.

**C. Year 2022 & 2023 Vehicles**

The Executive Director informed the Commission that the Port had four vehicles that stopped being operable all at the same time. The Port got a lot of use out of those vehicles and really wanted to purchase electric or hybrid vehicles, but the supply chain is not there. To replace two of the vehicles quick, two Chevy Colorado pickups that get decent gas milage were ordered. For 2023, two additional vehicles will be ordered and hopefully Mavericks will be available, and the supply chain catches up.

**D. Maintenance Team Lead Report**

Kyle Gropp, Capital Projects Supervisor gave a brief update to the Commission regarding the Travel Lift failing while lifting a boat out of the water. The lift is being repaired and recertified to insure it is safe to use. Currently one of the security cameras has been adjusted to monitor the lift.

**Port Commissioner and Committee Reports:**

**A. Climate & Sustainability Committee (Commissioner Marrett)**

Commissioner Marrett gave an update on what the Climate & Sustainability Committee has been working on. The Department of Commerce is developing a model climate change element that will be completed in 2023. It will help cities and counties address climate change in their own comprehensive plans which will include mitigation, climate impact, preparedness, response, and recovery which is important for the Port in terms of sea level rise.

The Port should talk to Opalco about the Switch it Up program, the Port should qualify.

The Friends of the San Juan's invited the Commission to look at their shoreline restoration it's going to be a boat ride Friday the 16<sup>th</sup> from 9:00 to 12:00. Commissioner Marrett will attend.

**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.

Erin Graham with A1 Marine shared that with their growing business they are in need of a solution to increase their office space down at Shipyard Cove. The Executive Director will work with the tenant to find a solution.

Necia Quast with the League of Woman Voters suggested that when updating tariffs and rates to maybe look at specific industry CPI's.

**Adjourn: 2:07**



Graham, Black, Commissioner



Barbara Marrett, Commissioner



Victoria Compton, Commissioner