

## Friday Harbor Port District

Port Commission Special Meeting Minutes

San Juan Island Yacht Club

Wednesday December 27, 2023, at 12:00 pm

*Members of the public unable to attend the meeting may email comments for presentation to the Commission during the public comment period. Please email to [ToddN@PortFH.org](mailto:ToddN@PortFH.org) with the subject line "Public Comment". Comments must be received 24 hours prior to the meeting.*

**Commissioners Present:** Graham Black (Via Zoom)  
Rich Goodhart  
Barbara Marrett

**Port Staff Present:** Todd Nicholson, Executive Director  
Phyllis Johnson, Port Auditor  
Amanda O'Brien, Executive Assistant / AP  
Mike Roling, IT System Administrator

**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. **None.**

### **Consent Agenda:**

- A. Approval of Payroll and Vouchers
- B. Approval of December 13, 2023 Meeting Minutes

Commissioner Black made a motion to approve all items in the Consent Agenda.  
Commissioner Goodhart seconded the motion. All in favor, Vouchers and Payroll approved unanimously.

### **Action Items:**

- A. H-1 Assignment for ED Signature

Commissioner Goodhart made a motion to approve the H-1 Assignment for Executive Director Signature. Commissioner Black seconded the motion. All in favor, the motion was approved unanimously.

- B. Set ED Compensation

The Commissioners praised Executive Director Nicholson's performance. Commissioner Black made a motion to approve the ED Compensation. Commissioner Marrett seconded the motion. All in favor, the motion was approved unanimously.

C. 2024 Meeting Calendar

Commissioner Marrett made a motion to approve the 2024 Meeting Calendar. Commissioner Black seconded the motion. All in favor, the motion was approved unanimously.

D. Town Water Agreement for IOSA Building

Commissioner Black made a motion to grant Executive Director Nicholson the authority to sign the agreement on behalf of the Port. Commissioner Goodhart seconded the motion. All commissioners in favor, the motion was approved unanimously.

**Staff Reports:**

*Executive Director, Todd Nicholson*

Executive Director Nicholson requested to change the upcoming December 27<sup>th</sup> meeting to a regular commission meeting versus a Bil Pay meeting in order to add action items to the agenda.

Director Nicholson explained to the commission that under his delegated authority he executed Precision Approach Engineering (P.A.E.) agreements 23-028 and 23-029. Director Nicholson also updated the commission on the progress of Jensen's cleanup.

**Port Commissioner and Committee Reports:**

*Commissioner, Barbara Marrett*

Commissioner Marrett discussed some take aways from the Washington Public Ports Association (WPPA) conference she and commissioner Goodhart attended. A more in-depth report and presentation will be given at a future meeting.

**New Business:** Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting. **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. **None.**

**Adjourn:** To Executive Session 1:02 PM



Graham Black, Commissioner



Barbara Marrett, Commissioner

A handwritten signature in black ink, appearing to read "Rich Goodhart", written over a horizontal line.

Rich Goodhart, Commissioner