

## Friday Harbor Port District

Port Commission Meeting Minutes

San Juan Island Yacht Club

Wednesday October 25, 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)  
Steven Carleton  
Barbara Marrett

**Port Staff Present:** Todd Nicholson, Executive Director  
Phyllis Johnson, Port Auditor  
Tami Hayes, Harbormaster  
Amanda O'Brien, Executive Assistant / AP  
Mike Roling, IT System Administrator  
Garrett Smith, Boatyard Lead

**Public Present:** Rich Goodhart, Citizen

**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.

### **Consent Agenda:**

- A. Approval of Minutes: October 11, 2023, Meeting Minutes
- B. Approval of Updated Minutes: September 27, 2023, Meeting Minutes
- C. Approval of Vouchers: Payroll & Vouchers 04202-04237 for \$554,941.21

Commissioner Carleton made a motion to approve all items in the Consent Agenda. commissioner Black seconded, all-in favor, meeting minutes approved unanimously.

### **Action Items:**

- A. Destination Management Plan Comments

Commissioner Marrett stressed the importance and benefits of conducting a capacity analysis and requested additional time to edit the letter to be sent on behalf of the Port.

- B. The bid opening for pile driving for the completion of phase II Jensen Rebuild occurred on Thursday, October 19, 2023. The sole bidder was A-1 Marine, LLC in the amount of \$107,568.98. The work is to be completed by March 2024.

Commissioner Black moved to accept the bid from A-1 Marine, Commissioner Carleton

seconded the motion, all-in favor, approved unanimously.

- C. The bid opening for the Barge Landing Replacement Projects resulted in two bids, with MEM Enterprises being the low bidder in the amount of \$100,315.04. This amount came in below the engineers estimate. This project should be completed by the end of this year.

Commissioner Carleton moved to authorize the M.E.M. bid, and commissioner Marrett seconded the motion, all-in favor, approved unanimously.

- D. Consider support for the joint county and town letter regarding Impacts of Washington State Ferry service disruptions in San Juan County, WA.

Commissioner Black moved to support the joint county and town letter, commissioner Carleton seconded the motion, all-in favor, approved unanimously.

#### **Discussion Items:**

- A. Tiny Suites – Late Comers Agreement.

Executive Director Nicholson asked the Commission to review the Tiny Suites – Late Comers Agreement for approval at a future commission meeting.

- B. Q3 2023 Report and 2024 Preliminary Budget

The Port Auditor reviewed the 2023 3<sup>rd</sup> Quarter Capital Operating Budget and presented the draft 2024 Capital Operating Budget and Citizen Budget Guides.

#### **Staff Reports:**

*Garrett Smith, Boatyard Lead*

Boat yard lead, Garrett Smith, gave a presentation discussing what he learned from attending the *Northwest Marine Trade Association (NMTA)* conference regarding Marina and Boatyard operations.

A major take away was regarding a pending ban on toxic Anti-fouling copper-based paints for bottom of boats and how the ban will affect the Port of Friday Harbor in the future. Garrett has been in Contact with Katrina Lassiter, with the *Department of Ecology Hazardous Waste Division*, who is helping the Port find appropriate sources for proper disposal.

As of April 2023, the *Department of Safety & Health* and *L&I* decided travel lifts are now considered cranes. This means that every four years the Port will have to have the travel lift weight tested and certified for max weight. After discussions with a crane specialist from *L&I*, Garrett was informed that the Port will need to hire a 3<sup>rd</sup> party for certification of the travel lift as we cannot do this in-house.

*Executive Director, Todd Nicholson*

Executive Director updated the commission on the status of the pending FAA decision regarding the future of the ASOS location.

**Port Commissioner and Committee Reports:**

*Gibb Black, Commissioner*

Commissioner Black shared the gratitude the Sailing Foundation expressed for the Port's support in allowing them to use Jackson's Beach for their Youth Sailing Club. Commissioner Black added that negotiations are still in the works regarding the Sailing Foundation's use of the Net shed at Jackson's Beach.

Commissioner Black shared the positive feedback he has personally witnessed regarding the Memorial Totem for J35 Orca at Jackson's Beach and what a draw it is for visitors and locals alike.

*Barbara Marrett, Commissioner*

Commissioner Marrett discussed her opportunity to give Erik Ffitch from the WPPA, a tour around the Port's Facilities and our island of San Juan.

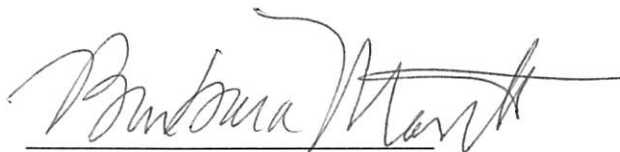
**New Business:** Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting. **None.**

**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:** 1:42 PM



*TO:* Graham Black, Commissioner



Barbara Marrett, Commissioner



Steven Carleton, Commissioner