

Friday Harbor Port District

Port Commission Meeting

San Juan Island Yacht Club

Friday June 28, 2024 at 10:00 AM

Regular Meeting Minutes

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 with the subject line "Public Comment". Comments must be received 24 hours prior to the meeting.

Commissioners Present: Rich Goodhart
Graham Black
Barbara Marrett

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Port Auditor
Tami Hayes, Harbormaster
Mike Roling, IT Administrator
Amanda O'Brien, Executive Assistant
Mike Otis, Airport Manager

Public Present: Jill Belcovson, LWVSY

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.

Introduction: Craig Blake from Blake Marine, LLC

Executive Director Nicholson presented Mr. Craig Blake of *Blake Marine* to the Commission. Mr. Blake, accompanied by his wife Robin, shared details about their thriving 35-year-old business currently based in Roche Harbor specializing in providing comprehensive maintenance services for yachts, tenders, and marine systems. The company is eager to collaborate with the Port on expanding the boatyard services. They are exploring the possibility of acquiring the chandlery and offering commissioning services to current and new clients. Additionally, they are considering a permanent lease of a 100-foot dock to further enhance their services. With a strong focus on customer satisfaction, their goal is to establish a one-stop convenient marine store for customers to easily access parts or receive deliveries.

Consent Agenda:

- A. Payroll & Vouchers #04936-04968 in the amount of \$174,046.80
- B. Approval of Minutes: June 14, 2024, Meeting Minutes
- C. Approval of Minutes: June 22, 2024, Special Meeting Minutes

Commissioner Black moved to approve the Consent Agenda as a whole; Commissioner Marrett seconded. The motion was approved unanimously.

Action Items:

A. IOSA Lease

Executive Director explained to the Commission that the terms were identical to what had been previously discussed, with the exception of a reduction of Insurance due to the low risk of the entity. The lease amount was calculated at 4% of their expenditure and does not include an appraisal clause.

Commissioner Marrett made a motion to approve the IOSA Lease. Commissioner Black Seconded that motion. The motion passed unanimously.

B. Resolution 24-009, Seasonal Staff Scholarship Policy

The Seasonal Staff Scholarship policy was finalized with either a \$500 cash bonus or a \$2,500 stipend for either trade schools or colleges. The policy is intended to support economic development by incentivizing continuing education of local youth while supporting consistent staffing throughout the busy summer season.

Commissioner Marrett made a motion to approve Resolution 24-009. Commissioner Black seconded that motion. The motion passed unanimously.

C. Change the August 23rd meeting to a Regular Meeting and change the August 9th Regular Meeting to a Bill Pay Meeting to be held August 13th.

Commissioner Marrett made a motion to approve the change. Commissioner Black seconded that motion. The Motion passed unanimously.

Discussion Items:

A. Consider keeping available lease parcels unchanged and holding approved Concept Plan parcel in the application phase until next winter's concept plan period.

Executive Director Nicholson discussed the status of three approved concept plans that were pending due to various reasons from our previous cycle. The Commission discussed various options, as well as the current policy, and proposed to re-advertise the available parcels for new concept proposals and accept them by July 15th, after which there would be a public comment period and discussion at a subsequent meeting.

Staff Reports:

Garrett Smith, Boatyard Lead

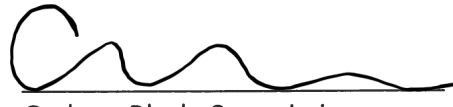
During his presentation, Mr. Smith provided an overview of Jensen's Boatyard's operations, staffing, and continuous enhancements. He mentioned that the boatyard handles an average of 160-170 boats annually, with most being serviced during the summer months. The dedicated staff typically work from Monday to Friday, with the consideration of weekend lift services ultimately being ruled out to avoid potential challenges related to staff morale and operational expenses. Mr. Smith also highlighted the recent completion of a triumphant environmental cleanup initiative and revealed plans for an upcoming travel lift certification project.

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

Adjourn: 11:56 AM



Barbara Marrett, Commissioner



Graham Black, Commissioner



Rich Goodhart, Commissioner