

## Friday Harbor Port District

Port Commission Meeting

San Juan Island Yacht Club

Friday September 12<sup>th</sup> at 10:00 AM

Regular Meeting Minutes

**Commissioners Present:** Graham Black  
Barbara Marrett  
Richard Goodhart

**Port Staff Present:** Todd Nicholson, Executive Director  
Kyle Gropp, Deputy Director  
Phyllis Johnson, Port Auditor  
Mike Roling, IT Administrator  
Jan Gresseth, Marina Manager

**Public Present:** Jill Belcovson, LWVSJ  
Becki Day, Chamber  
Michelle Herko, K-12  
Greg Williams, Public

**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*

**Presentations:** Community Funding Requests

i. Becki Day – Chamber

*Becki Day of the Chamber thanked the Port for the support of the fireworks show in the past. She indicated that the vendor is expecting roughly a 20% increase in price for the next year so she was hoping the Port could increase contributions from \$5000 to \$7000.*

*She talked with OPALCO about potentially lighting one of the trees on the Port waterfront but indicated that it was not feasible so they will continue to use the Wells Fargo tree.*

ii. Michelle Herko – K-12

*Michelle Herko, the director of the K-12 Science Outreach program, gave a presentation detailing the last year of water sample testing. She described the processes that the students use to collect, test and provide results. All the results for the marina are in the excellent range. She then asked for a contribution from the Port for \$4800 to help continue the program. This is a \$1200 increase over the prior year; the extra cost is to cover the cost of a replacement probe and meter.*

**Consent Agenda:****A. Approval of Payroll & Vouchers**

*Commissioner Black moved to approve the payroll and vouchers. Commissioner Marrett indicated that she was having email issues, so she wasn't able to review prior to the meeting. Commissioner Goodhart seconded the motion. The commissioners were given a few minutes to look over the claims request. Approved unanimously.*

**B. Approval of Minutes: August 8, 2025, Meeting; August 22, 2025, Meeting; September 6, 2025 Special Meeting**

*Commissioner Black moved to approve the minutes of August 8, August 22 and September 6<sup>th</sup>. Commissioner Goodhart seconded the motion. Motion approved.*

**Action Items:****A. Consider authorizing the Executive Director to execute a purchase and sale agreement for the Jackson Beach Cannery parcel for \$1,440,000 over a fifteen-year period at zero percent interest, and to execute the associated promissory note, deed of trust, and lease agreement.**

*Commissioner Black moved to approve the purchase and sale agreement. Commissioner Marrett seconded the motion. The commissioners wanted some clarification of the exclusive, non-exclusive and non-use areas. Executive Director Nicholson explained that these were terms describing the lessee's uses, not the Port's uses. The non-use area is area that the lessee cannot use but the Port can still use. The non-exclusive use is area the lessee and the Port can utilize. The exclusive use area is where the lessee has exclusive use of while under the lease.*

*Commissioner Goodhart stated that this parcel had been discussed as a purchase possibility by the Port for many years. Commissioner Black interjected that this is just the start of what will be a long-term public planning process for how to best utilize the parcel in the future.*

*Approved unanimously.*

**Discussion Items:****A. 2026 Tariffs**

*Port Auditor Johnson presented the proposed rates for 2026 based on the CPI adjustments. Marina Manager Gresseth then went over some of the exceptions to the CPI adjustments that are proposed.*

*The exceptions were to work toward unifying the 20ft slip rates across the marinas, right now there are 3 different rates. Another exception would be to not raise the dinghy rate.*

*Skiff rates are proposed to go up 10% due to demand exceeding availability. The last proposed exception would be to increase the price of the 60' slips where the Port is presently under the target median rate.*

*Commissioner Black indicated that the increase should be implemented incrementally, possibly over 3 years. The other commissioners agreed that an incremental increase to get to the average is desired. The other proposed exceptions were acceptable.*

#### **B. Commission Discretionary Funding**

*The Commission reviewed and discussed some of the discretionary spending items. The commissioners will review the worksheet and submit their proposed allocations for the next meeting.*

#### **C. Draft Capital Budget Review**

*Executive Director Nicholson presented the draft capital budget. He went over projects for 2026 and noted what is grant reimbursable. The final expenditures are estimated at \$2,051,000.*

#### **D. Personnel Policy**

*Executive Director Nicholson let the commission know that the personnel policy is currently being looked at to make sure it is in compliance with the current laws. There is also a potential change to vacation and sick leave to combine those into PTO. This topic will be brought back in a future meeting for review.*

#### **E. Downriggers Lease Extension**

*Executive Director Nicholson explained that Debbie from Downriggers would like to have her lease amended to add another extension on to her lease now that she has used her last extension. All commissioners were fine with having a renewal amendment under the current terms added to the lease.*

#### **Executive Director Report:**

*None*

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

Barbara Marrett – Port Planning WPPA Presentation

*Commissioner Marrett talked about the presentation she attended at the WPPA Commissioners meeting on the Comprehensive Scheme of Harbor Improvements. The main point was how to communicate with the public about what the Port is planning. She*

*also recommended the book Governance and Management guide for review.*

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

*None*

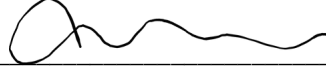
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*None*

**Adjourn: 12:11p**



Barbara Marrett, Commissioner



Graham Black, Commissioner



Rich Goodhart, Commissioner