

## Friday Harbor Port District

Port Commission Meeting  
San Juan Island Yacht Club  
Friday November 14<sup>th</sup> 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 [toddn@portfh.org](mailto:toddn@portfh.org) with the subject line "Public Comment". Comments must be received 24 hours prior to the meeting.*

Join via Zoom: <https://zoom.us/j/3796847063?pwd=d3NoTW05aXNqaWUzL1g0UVhsN1RoQT09>  
Meeting ID: 379 684 7063 - Password: 7063

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

**Port Staff Present:** Todd Nicholson, Executive Director  
Kyle Gropp, Deputy Director  
Phyllis Johnson, Port Auditor  
Mike Roling, IT Administrator  
Megan Workman, Staff Accountant

**Public Present:** Chris Reed – ABCSJI / EDC  
Victoria Compton – EDC  
Jill Belcovson, LWVSJ  
Mike Byrne, Live Aboard

### 2026 Budget Public Hearing

**Public Comment Period:** 2026 Budget

*Commissioner Goodhart opened the public hearing to comments from the public. Victoria Compton spoke on behalf of the EDC highlighting past partnerships and advocacy that the EDC has made on behalf of the Port and requested that the EDC funding stay at the same level as last year.*

*Chris Reed spoke in favor of the Port's commitment to bringing Marine Trade jobs to the island at Jensen's and advocated for the EDC to be a partner to help develop the talent pool.*

*Commissioner Goodhart closed the comment period.*

## **Budget Adoption:**

- A. Action Item:** Resolution 25-010, Department of Revenue Ordinance / Resolution for Property Tax Levy

*Commissioner Marrett moved to approve Resolution 25-010, Commissioner Black seconded. Resolution 25-010 approved unanimously*

- B. Action Item:** Resolution 25-011, Adoption of the Port of Friday Harbor's 2026 Budget and Scheme of Harbor Improvements

*Commissioner Marrett moved to approve Resolution 25-011, Commissioner Black seconded the motion. Port Auditor Johnson noted some changes between the preliminary budget and this budget. Primary changes were related to the Airport Fuel System and South Apron projects where some items that were expected to be paid for in 2025 will slip into 2026. This causes the 2026 budget to be higher, but overall cost of the projects remain the same. Executive Director Nicholson highlighted the addition of the Cannery to the Scheme of Harbor improvements.*

*Executive Director Nicholson addressed the EDC funding options, recommending not to change the budget at this time. He suggested that a contract with a scope of work and deliverable could be produced as a way for the EDC to make up the funding gap if the commission wanted. Commissioners agreed to let the budget stand as is and potentially take up the question of additional EDC funding at a future time.*

*Resolution 25-011 approved unanimously.*

## **Close Public Hearing**

*Commissioner Goodhart closed the public hearing at 10:29a*

**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.

*Mike Byrne commented that the Cannery purchase is a wonderful opportunity to make the island a destination for sailing. He encouraged the Port to make the facility into a center that helps support and grow small boating opportunities. Commissioner Goodhart thanked him for the comment. Executive Director Nicholson pointed out that the Port has a Cannery specific page on the website for the public to submit comments to.*

**Consent Agenda:**

- A. Approval of Payroll and Vouchers
- B. Approval of Minutes: October 23, 2025, Special Meeting; October 24, 2025, Meeting

*Commissioner Marrett moved to approve the consent agenda, Commissioner Black seconded. Commissioner Marrett asked where the garage door was being installed. Deputy Director Gropp said it was to replace the old, uninsulated one on the Chandlery building at the boatyard. Commissioner Black commented that he is excited that the Port is working on the solar project to reduce the OPALCO bill.*

*Motion approved unanimously.*

**Action Items:**

- A. Resolution 25-012, Cannery Purchase Wire

*Commissioner Black moved to approve Resolution 25-012, Commissioner Marrett seconded. Port Auditor Johnson noted that this was a formality requested by the county.*

*Resolution 25-012 approved unanimously.*

- B. Resolution 25-013, W33 Entitlement funds transfer to FHR

*Due to FAA decision Resolution 25-013 is no longer valid and will be pulled as a topic.*

- C. Authorize Port Labor for Solar Canopy Construction

*Commissioner Marrett moved to approve use of Port labor for the Solar Canopy Construction, Commissioner Black seconded. Deputy Director Gropp explained that the staff cost estimate is less than ½ of the cost of the contract estimate and while use Port staff will take longer it will have less impact upon the marina customers. Commissioner Black would like a report after completion of actual costs. Motion approved unanimously.*

- D. Approve Employee Handbook – Modification/Correction

*Commissioner Marrett moved to approve a modification to the handbook, Commissioner Black second. Deputy Director Gropp explained that a draft paragraph related to PTO accrual that should have been removed was accidentally left in, this had the appearance of doubling the PTO. This edit removes the draft paragraph.*

*PTO Gifting was not included in the updated handbook. Deputy Director Gropp read a draft PTO Gifting addendum.*

*The edit of the PTO accrual approved unanimously. The PTO Gifting addendum will be brought back in a future meeting as its own topic.*

#### **E. Hangar V2 Consent to Assignment**

*Commissioner Marrett moved to approve the assignment, Commissioner Black second. Motion approved unanimously.*

#### **F. HB Hansen Change Order 4 – Hangar 80 Retaining Wall & Vehicle Access Ramps with a cost of \$201,855.44 – bringing the project total to \$2,808,486.74.**

*Commissioner Marrett moved to approve Change Order 4, Commissioner Black seconded. Deputy Director Gropp explained that this is the plan for addressing the embankment on the backside of Hangar 80. It is covered 95% by FAA BIL funding. Change Order 4 approve unanimously.*

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

*Executive Director Nicholson reported that Puget Sound Partnership is excited to work with the Port to pay for the clean-up at the Cannery for the mitigation credits. Details are still being worked out. Commissioner Black asked if removing the creosote piles would prevent the Port from possibly building new infrastructure. Executive Director Nicholson indicated that it should not prevent new infrastructure. The permitting would be the same with the same potential hang-ups.*

*Commissioner Goodhart asked about the water line to the Cannery. Executive Director Nicholson explained that Port Staff have done some preliminary repairs to the water line that runs across the spit. In the future it will be looked at to relocate the line down Jackson Beach Rd.*

*Commissioner Goodhart asked about freezing risks of the waterline. Executive Director Nicholson indicated potential storm damage is a bigger risk but with a hard enough freeze some of the joints could possibly be a problem. Deputy Director Gropp noted that the building is usually shutdown in freezing weather and Port Staff just went through the shutdown procedure with the previous owners.*

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

*Commissioner Marrett noted that she will be heading to the WPPA annual meeting.*

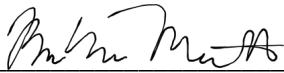
**New Business:** Commissioners may share information or introduce topics for discussion at future meetings.

*None*

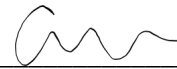
**Citizen comments/requests:** Citizens can make a brief comment or may ask the Commission to schedule a topic for further discussion at a future meeting.

*None*

**Adjourn: 11:20a**



Barbara Marrett, Commissioner



Graham Black, Commissioner



Rich Goodhart, Commissioner