

Friday Harbor Port District

Port Commission Meeting
San Juan Island Yacht Club
Friday January 9th at 10:00 AM
Regular Meeting Minutes

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

Port Staff Present: Todd Nicholson, Executive Director (Zoom)
Kyle Gropp, Deputy Director
Phyllis Johnson, Port Auditor
Mike Roling, IT Administrator
Megan Workman, Staff Accountant
Jan Gresseth, Marina Manager

Public Present: Jill Belcovson, LWVSJ
Maria Michaelson, Alchemy Art Center
Nick Power, 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.

None

Consent Agenda:

A. Approval of Payroll and Vouchers

B. Approval of Minutes: December 12, 2025, Meeting & December 26, 2025, Meeting
Commissioner Black moved to approve the Consent Agenda as a whole, Commissioner Goodhart seconded. Commissioner Black asked about the new mower. Deputy Director Gropp explained that it is a new large cutting deck electric mower that is part of the electrification grant. Commissioner Black also asked about the solar panels, he inquired if the payment was a full or partial payment. Deputy Director Gropp noted that it was a full payment for the panels. Commissioner Goodhart asked if February was still the projected time to start the solar canopy install. Deputy Director Gropp commented it will depend on how quickly it clears permitting. Approved unanimously.

Action Items:

A. Confirm Commission Officer Positions

Commissioner Goodhart noted that he would be moving to the secretary position, Commissioner Marrett to the Vice President position and Commissioner Black to the President position. With Commissioner Black being remote, Commissioner Goodhart

offered to finish leading this meeting. Commissioner Marrett moved to approve the progression of officer positions, Commissioner Black seconded. Motion approved unanimously

B. Approve Employee Handbook Addendum – PTO Gifting Policy

Commissioner Marrett moved to approve the PTO Gifting Policy, Commissioner Black seconded the motion. Deputy Director Gropp noted that this was unchanged from the version discussed at the previous meeting. Approved unanimously.

C. Andrew Fleming – Salty Paddle Site Plat Alteration

Commissioner Marrett moved to approve the site plat alteration, Commissioner Black seconded. Executive Director Nicholson explained that this was originally platted years ago in to 4 lots, but since then the Port has created lease lines that don't match the lots. This plat matches up to the leases for Saltwater Farm and Salty Paddle. Motion approved unanimously.

D. Assignment of Lease and Consent to Assignment – Grand Aero LLC to Skytrails Condominium Association

Commissioner Black moved to approve the assignment, Commissioner Marrett seconded. Deputy Director Gropp explained that this and the amendment coming up were to fix up some improperly executed documents from 2008 that the title company is requiring. Motion approved unanimously.

E. Second Amendment of Skytrails Lease to Amend Legal Description

Commissioner Marrett moved to approve the amendment, Commissioner Black seconded the motion. Approved unanimously.

F. Resolution 26-001 – Request to expand the Friday Harbor Urban Growth Area

Commissioner Black moved to approve Resolution 26-001, Commissioner Marrett seconded the motion. Deputy Director Gropp explained that this Resolution is in support of the expansion of the town's UGA to cover the Airport, Shipyard Cove and Jensen's. Commissioner Marrett asked about Jackson Beach. Executive Director Nicholson explained that while we'd like to include Jackson Beach, since it isn't adjacent to town parcels, or planned expansion, it isn't eligible at this time.

Commissioner Marrett asked about the advantages of being included. Executive Director Nicholson explained the primary advantage is access to town water and sewer. It also simplifies some permitting at the airport that is currently split between town and county.

Resolution 26-001 approved unanimously.

Discussion Items:**A. Eelgrass Mural (Alchemy Art & Friends of the San Juan)**

Deputy Director Gropp explained that Alchemy Art Center and the Friends of the San Juans approached the Port with a proposal to install a community eelgrass mural that is intended to promote boater education and environmental stewardship. He noted that the Port's public art policy indicates that either an RFP or forwarding to the Town's art committee would be required.

Maria Michaelson of Alchemy Art Center was asked if this piece was envisioned as a permanent installation. She said they were looking for a permanent installation location, the temporary installation on the plywood would change based on the installation location. The idea is to find a permanent location where they can affix the tiles directly to a wall with waterproof grout.

Commissioner Goodhart asked about how the tiles will hold-up in the weather. Maria responded that the tiles are fired to cone 6 which makes them highly resistant to water and weather exposure.

Commissioner Black asked if the supplied photos were the actual mural or just a representation of what the finished mural would be. Maria explained that the tiles themselves are part of what would make the finished mural they are on a temporary plywood background. The mural design would be adapted to the installation location and may include more or taller eelgrass. The plywood background would not be part of the final installation.

Commissioner Marrett feels that an RFP should be put out after finding a few potential sites. She mentioned Spring Street Landing Clock building and the front of the Marina Office building as potential sites. Executive Director Nicholson added that the Seawall was also suggested. Commissioner Marrett worried that on the seawall would increase the wear on the work.

Executive Director Nicholson suggested that photos of some potential locations could be taken to look at during the next meeting.

Commissioner Black noted that the Art Policy does allow for an RFP to cover multiple sites. He suggested that a few sites get designated and a potential RFP be brought to the next meeting. Commissioner Marrett agreed, Commissioner Goodhart concurred.

Commissioner Goodhart asked about plans for any sort of painted background or if the background would also be done in tile. Maria responded that they could go either way, if doing a painted background, she would have to do some research on paints and sealant that would hold up in the weather here while expecting to have to tend to it every 5 years or so. The installation site will affect what is used for the background.

Staff will take photos of potential installation sites and draft an RFP for next meeting.

Commissioner Marrett inquired about costs, Maria said at the moment they started with donated clay so current expenses are limited but depending on the installation site there will be extra costs. They are willing to help fund raise for the piece. The RFP can include funding levels or requirements such as the artist raising matching funds.

B. Joint Meeting with Town Council – preferred timing

Commissioner Marrett suggested giving the town a few choices and let them pick which one they want because they have a larger commission. Commissioner Marrett feels February or March works better for her. Commissioner Black might have a conflict in early March but otherwise February or the rest of March works. Commissioner Goodhart is open to any day.

C. Annual Newsletter Timing

Commissioner Marrett said if it was started now the soonest it could get published would likely be the end of February. Commissioner Goodhart suggested that maybe an end of year newsletter would work better for schedules.

Commissioner Black said while the end of the year is fine, he feels that maybe May would have more readership and can highlight the upcoming season. Commissioner Marrett noted that many other organizations also do a year-end newsletter.

Executive Director Nicholson mentioned that year-end numbers can take a couple of months to put together so they wouldn't be available for a January newsletter but should be for a May one.

Commissioner Marrett said everything should be ready by the end of April then to get published in May. Staff will produce some article ideas.

D. Marina Rules and Regulations - Reservation Updates

Marina Manager Gresseth presented some changes to the rules and regulations that she would like to make. The updated wording reflects changes in guest reservations due to recently implemented software for handling guest reservations. This will be brought back at next meeting for approval after incorporating some suggested wording from the commission.

Staff Reports: Jan Gresseth - Accounts Receivable Write-offs

Marina Manager Gresseth reported on the year-end write-offs for 2025. The total was below the threshold required for commission approval.

Executive Director Report:

Executive Director Nicholson noted that many projects are currently in the permitting process. The only permit that might be problematic may be the County permit for the Haul-out Pier. Comments are almost complete to the Department of Ecology on the MTCA clean-up. Once the study is signed off on, then engineering related items can begin.

Port Commissioner and Committee Reports:

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

Commissioner Black mentioned that he has received interest in siting a floating sauna at the Port. He mentioned that both public and private saunas are gaining popularity around Seattle. He'd like to have a discussion whether that is something we'd like to have at the Port and how to go about selecting operators.

Commissioner Black mentioned that 2 of his 3 children are exploring the possibility of trying to run one. He has spoken to Todd about possible conflict of interests issues and noted that he'd have no stake and his children are financially independent adults. He'd also remove himself from the decision-making process.

Commissioner Goodhart said he wasn't very familiar with the floating saunas so he'd have many questions that would have to be answered first.

Commissioner Marrett said it would be something the Port doesn't want to run but could lease space for. She is concerned about appearances of conflict of interest and nepotism no matter how separate the business is but believes the idea bears further discussion.

Commissioner Goodhart asked about the size of the structure. Commissioner Black responded that the structure would likely be in the 10x30, 8x30 or 8x25 range with 12-18 seats.

Executive Director Nicholson noted that it was a similar size to many in the Seattle area. He continued that there seems to be enough support to bring this topic back in a future meeting for discussion. He will come up with some potential locations and research potential insurance, DNR, and other issues that may have to be addressed.

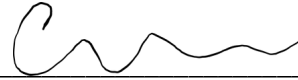
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None

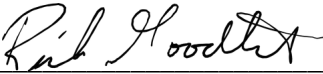
Adjourn: 11:46a

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Barbara Marrett, Commissioner

A handwritten signature in cursive script, appearing to read "Graham Black", written above a horizontal line.

Graham Black, Commissioner

A handwritten signature in cursive script, appearing to read "Rich Goodhart", written above a horizontal line.

Rich Goodhart, Commissioner