

**FRIDAY HARBOR PORT DISTRICT**  
**Port Commission Regular Meeting at the San Juan Island Yacht Club**  
**Wednesday, May 27, 2009 at 4:00 p.m.**

**Minutes**

**Port Commissioners Present:** Greg Hertel  
Barbara Marrett  
Mike Ahrenius – Absent

**Port Staff Present:** Marilyn O'Connor, Executive Director  
Dave Ryan, Airport Manager  
Tami Hayes, Harbormaster  
Phyllis Johnson, Auditor

**Others Present:** Mike & Jan Close, SJI Marine Center  
Johannes Krieger, San Juan Excursions  
Kurt Long, NakNek, Inc.

The meeting was called to order at 4:00 p.m.

1. Barbara Marrett moved to approve the minutes of the May 6<sup>th</sup> and May 8<sup>th</sup> meetings. Greg Hertel seconded and the motion passed.
2. Citizens Comments/Requests: Mike Close of SJI Marine Center would like to rent storage space in the shed on the fuel pier from the Schuman's, the new owners of IPS. The IPS lease will need to be updated with new sublease/usage information. Johannes Krieger informed the Commission one pole supporting the volleyball net at Jackson Beach is leaning severely. The maintenance department will be notified to repair it. The Port's sign policy was discussed at length with some of the tenants of the Downrigger's building feeling the size of signage was not always fairly determined by the Port. They would like to see signage installed right away as the summer season is nearly here. The Commissioners agreed that the signage policy should be equal for all tenants and informed tenants the Port's policy is based on staff's interpretation of the Town's sign policy. The Commission approved a 12 sq. ft. sign for each of the tenants signs on the south side of the building and they were encouraged to proceed. The Commission approved up to \$500 for design work of historical signage on the docks.
3. Consent Agenda: None
4. Commission Action Issues:
  - A. Greg Hertel moved to approve **Resolution #09-014** approving Addendum #1 to the Commissioner's Travel Policy. Barbara Marrett seconded and the motion passed.

- B. Greg Hertel moved to approve the Executive Director's signature on the Reid Middleton contract for construction management of the gates and drainage project. Barbara Marrett seconded and the motion passed. Dave Ryan, Airport Manager will act as coordinator of the projects.
  - C. Barbara Marrett moved to approve the Lease Addendum for Wayne Thoms. Greg Hertel seconded and the motion passed.
5. Commission Discussion Items:
- 1. Marina Rules and Regulations: The draft revision was reviewed by both Commissioners and changes were suggested. The harbormaster will bring a copy including all revisions to the next meeting for adoption after it's reviewed by Commission Ahrenius.
  - 2. Personnel Policy Update: The Commissioners have reviewed all proposed changes to the policy and recommend it be brought to the next meeting for approval.
  - 3. Commissioner participation in the Port's Deferred Compensation Plan: Phyllis Johnson checked and Port Commissioners are welcome to participate in the Deferred Compensation Plan.

6. Public Hearings: None

7. Staff Reports:

- Auditor: Phyllis Johnson showed the Commissioners the claims payment request form that the new accounting software automatically generates. Greg Hertel moved to approve payment of Vouchers 09268-09323 for \$109,863.41. Barbara Marrett seconded and the motion passed. Phyllis showed Commissioners a current list of signed contracts to date. The bid opening for the surplus sale was held last Friday. Two marina ramps sold for \$751/each and a stack of used pier decking sold for \$356. The log bronc, the GMC truck and one ramp did not sell.
- A. Airport Manager: Dave Ryan recently attended the annual WAMA conference in Winthrop, WA last week. The need for proper planning, zoning and overlays for airports was one of the topics discussed. The FAA is becoming stricter on compliance of these issues. Other subjects were airport insurance requirements, wildlife, storm-water requirements and airport appraisals. The airport is in need of new mowing equipment after this mowing season. Advertising is in place for the new airport improvement project (emergency gates and taxi-lane revisions). The bid opening will be held on June 16<sup>th</sup>. The "A Hangar" roofing project is now complete.
  - B. Harbormaster: Since there are several new tenants at Spring Street Landing the harbormaster would like to update commercial business and moorage policies. The dangers of people kayaking in the SSL moorage area were discussed. The harbormaster requested continuing to restrict all kayak activity to the north side of

the fuel pier as there is too much backwash from the ferry and other large boats for safe kayaking. She will be meeting with SJI Marine Center to discuss safe alternatives. The town is still working on the storm drain project in the upper parking lot, but once completed Richard Lawson can start the new storm-drain project installation. Memorial Day week-end was busy with over 250 boat nights counted for the long week-end. A deadhead log jammed into a slip on G-Dock was recently removed. The Pintail hauled the old aluminum ramp from the main pier to be used on Breakwater A. A “torpedo” was brought into the marina by a boater and security staff hauled it to the Maintenance Department in a dock cart. It was discovered to be a very expensive tracking device that had been lost by the US Navy who were very glad to reclaim it.

C. Executive Director: Commissioner Ahrenius informed staff that trees would soon be removed from the Nourine Jensen property which is contiguous to Port property. Marilyn O’Connor had another conversation with GSA regarding the Customs lease. They admitted to confusion on their end and will get back to her. Emily Reed has offered pamphlets promoting the Centennial celebration for sale to the Port. The Commission approved spending \$350 for 2,000 pamphlets to be given out to Port customers.

8. Capital Improvement/Acquisition Project Approvals: None

9. Commissioners’ reports, comments, correspondence and requests: Commissioner Marrett attended the Marina Managers workshop for two days which was attended by various state officials. Commissioner Hertel reported on the WPPA Spring meeting he attended in Pasco, WA.

10. Agenda items pending future action: None

The meeting adjourned at 5:55 p.m.

\_\_\_\_\_  
Absent  
Mike Ahrenius, Commissioner

\_\_\_\_\_  
Barbara Marrett, Commissioner

\_\_\_\_\_  
Greg Hertel, Commissioner