

Friday Harbor Port District

Port Commission Meeting

San Juan Island Yacht Club

Friday October 25th at 10:00 AM

Regular Meeting Minutes

Commissioners Present: Graham Black
Barbara Marrett
Richard Goodhart

Port Staff Present: Todd Nicholson, Executive Director
Phyllis Johnson, Port Auditor
Mike Roling, IT Administrator

Public Present: Jill Belcovson, LWVSJ

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 & Vouchers

Commissioner Black moved to approve the Payroll and Vouchers, Commissioner Marrett seconded. Motion approved unanimously.

B. Approval of Minutes: October 11, 2024, Meeting

Commissioner Marrett moved to approve the minutes from October 11, 2024. Commissioner Black seconded. Commissioner Black wanted some clarification on site access for Saltwater Farm. The minutes were updated to reflect that access from both routes was available with the north route being preferred until the new road was constructed.

Commissioner Marrett wanted to make sure that a road maintenance agreement would be put in place. Executive Director Nicholson confirmed that a road maintenance agreement would be in place for the duration of the lease.

Commissioner Goodhart had a question on the route of the road in relation to the existing gate on Weber Way. Executive Director Nicholson clarified that access will be before the existing gate.

Motion approved unanimously.

Action Items:**A. Approve lease to Blake Marine**

Commissioner Marrett moved to approve the lease to Blake Marine. Commissioner Black seconded the motion. The lease is unchanged from what had been discussed in prior meetings. Motion approved unanimously.

B. Approve Resolution 24-011 to establish a payroll bank account

Port Auditor Johnson explained account is requested to help ease payroll funding timing issues with the county and the new payroll processor. Commissioner Black moved to approve the resolution; Commissioner Marrett seconded. Motion approved unanimously.

C. Approve Resolution 24-012 to change staff approved to access the safe deposit box

Due to staffing changes the list of staff with access to the safe deposit box needs to be updated. Commissioner Marrett moved to approve the updated staff list; Commissioner Black seconded. Motion approved unanimously.

Discussion Items:**A. Review Citizen Budget Guide**

Port Auditor Johnson reviewed the Citizen Budget Guide and asked for any input from the commission. Commissioner Marrett thought that clarification of the other category would be beneficial on page 3.

There was a discussion of airport revenue and airport property revenue and how they are restricted due to FAA assurances. Airport revenue cannot be allocated outside of the airport, but it may be possible to buy back some land with non-FAA funds to allow revenue to be used elsewhere.

Executive Director Nicholson went over some of the grant projects listed and mentioned that times of projects are always subject to external delays.

The Port tax rate has decreased significantly over the years, while there are options for collecting additional tax revenue, they are unnecessary at this time due to other income sources the Port currently has in place.

The Port's current debts were discussed as well as the contributions to the Port's reserve funds that will be available to cover the debt servicing. It was noted that the Port has not been taking on any new debt while taking on additional capital projects.

The noted changes will be made to document before being posted to the website for the public.

Staff Reports:

Executive Director Nicholson reported that the A Hangar project has officially been completed. Additionally, the covered moorage at Jensen's is on track to be completed before the end of the year.

Port Commissioner and Committee Reports:

Commissioner Marrett inquired if Commissioner Black had discussed the Saltwater Farm Pickleball project to the pilots at his recent lunch. Commissioner Black reported that he had not.

It was suggested the Blake Marine could be highlighted in the next newsletter, with Saltwater Farm being highlighted in a later edition when they are further along.

Commissioner Marrett also discussed the idea of a policy for public art and possibly utilizing the town's art committee if they are agreeable to serving the same function for the Port. This topic will be discussed further in a future meeting.

Commissioner Goodhart mentioned he was on the call for the state auditors exit report. He noted that there were no issues found in the financial audit, additionally the IT portion of the also found no issues.

Commissioner Black mentioned having a meeting with the home trust and how the priorities of both agencies overlap.

Executive Director Nicholson gave an update on the status of the Jensen / Shipyard Cove and airport properties being annexed into the town's UGA. The updated comprehensive plan is due in June and should include the updated UGA.

Commissioner Marrett suggested that a Port representative should join the Marine Resources Committee (MRC) noting it was a good way to be informed of things you wouldn't know about otherwise.

Commissioner Goodhart commented that the FAA made their decision on the regulations, training and certification for electric aircraft.

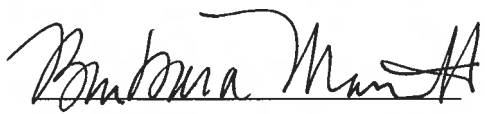
New Business: Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting.

None

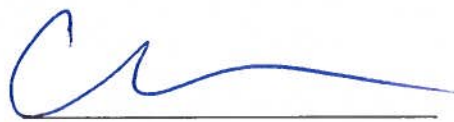
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None

Adjourn: 11:14

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Barbara Marrett, Commissioner

Handwritten signature of Graham Black in blue ink.

Graham Black, Commissioner

Handwritten signature of Rich Goodhart in blue ink.

Rich Goodhart, Commissioner