

Friday Harbor Port District

Port Commission Meeting

San Juan Island Yacht Club

Friday November 22nd 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 (via Zoom)
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
- B. Approval of Minutes: November 8, 2024, Meeting

Commissioner Black moved to approve the entire consent agenda; Commissioner Marrett seconded. Commissioner Marrett asked what space the food hub was renting at Shipyard Cove. Executive Director Nicholson explained that it was the former CNC shop and they were going to be filling the area with several walk-in freezers. A charge for advertising by Adventures Northwest was questioned. It was explained that this is the last charge for an existing advertising contract.

Commissioner Goodhart asked about the charges related to the Spring Street Landing pier. Executive Director Nicholson explained that was to replace the cross bracing under the structure that was at end of life. The rest of the structure is in good condition.

Motion approved unanimously.

Action Items:

- A. Approve Skytrails Condominium Lease (N Hangar)

The lease has not been changed significantly from the version that has been previously discussed. Commissioner Goodhart did question a date in the preamble, Executive Director Nicholson will check the date.

Commissioner Marrett asked for some clarification on the FAA approved uses and wondered if we should call out specifically excluding residential use. Executive Director Nicholson noted that FAA approved uses already exclude residential use. Commissioners Goodhart and Black cautioned that specific call outs might make the lease more difficult to enforce.

Commissioner Marrett motioned to approve the lease; Commissioner Black seconded. Motion approved unanimously.

Discussion Items:

A. C-Hangar Joint Project / Lease

A potential lessee of C-Hangar would like to make improvements that make the most sense to do during the construction. Executive Director Nicholson explained that a change order for the tenant improvements could be executed with an agreement and construction bond in place to prevent the Port from being out of pocket for the upgrades.

Commissioner Goodhart wanted to make sure that the agreement was worked through legal to make sure the Port was protected during and after construction. Commissioner Black would like to see the criteria for the reduced lease rate again before committing to the reduced rate.

Commissioner Marrett wanted to make sure that the hangar would be still suitable for lease to someone else with the tenant improvements if for some reason the tenant was unable to follow through on the lease. Executive Director Nicholson assured her that the finished building with tenant improvements would be leasable to a different party.

Commissioner Goodhart asked about possible options for adjusting the fence layout to allow for foot traffic to the building without having to pass through the fence. Executive Director Nicholson mentioned that there might be a way of adjusting the fencing to provide a path to the hangar.

B. December meeting schedule / bill pay delegation

Due to WPPA Conference and holidays it will be difficult to schedule meetings where the commissioners and staff are all available. It was suggested that the commission could approve allowing the Executive Director to approve payroll and vouchers for the month of December within his delegation of authority.

Commissioner Marrett moved to give Executive Director Nicholson authority to do the December Bill pays. Commissioner Black seconded. Motion approved unanimously.

C. Kiwanis Club of Friday Harbor request for Support of the Pig War Picnic

The Port had previously, at the request of the Kiwanis, decided to stop the Rock the Dock 4th of July event. Previously it was suggested that a shuttle from the Port to the Pig War Picnic at the fairgrounds would be a good option for marina customers to get to the event. Kiwanis doesn't feel a shuttle is necessary and would prefer a monetary contribution.

Commissioner Marrett feels that a shuttle is more of a benefit to the Port's customers and wants to restrict donations to items that directly benefit the Port's customers or further its mission of economic development.

Commissioner Black also agreed that a shuttle or van would be a better option for the marina customers.

The Port will stay with the original plan of providing a shuttle for marina customers.

D. Commissioner Timesheets due by December 23rd

The Port is changing payroll processors and needs to get the timesheets in so the end of year payroll can be completed properly.

Staff Reports:

Marina Manager Gresseth updated the Commission on efforts to get the marina staff TWIC cards and training required for handling the international ships. She also provided updates efforts working with the County on derelict vessels

Executive Director Nicholson told the Commission about updates to the Employee Handbook. Updates included handling of afterhours security calls, remote work guidelines, and updates to the healthcare, sick leave and leave of absence sections. Some redundant sections were removed.

Plans for the new administrative building were shown, noting some of the changes the architect made to the earlier plans. The architect also made some additional recommendations such as the brick exterior. While it does cost a little more upfront the maintenance costs over the life of the building will be less.

It was noted that the roof, cladding and windows can be changed still but otherwise these plans will be what is used for permitting.

Commissioner Black asked about the budget. Executive Director Nicholson assured the commission that it should stay in budget because much of the work can be done with Port staff helping to keep the costs down.

Port Commissioner and Committee Reports:

Commissioner Marrett noted that she has not reached out to the town's art committee and asked Commissioner Black what the topic of his newsletter article is. Commissioner Black said it was on Jackson's Beach, he has already sent a copy to Todd but he may look at rewriting it for the newsletter.

Executive Director Nicholson told the commission that Friday Harbor House has enjoined the Port into the lawsuit between the American Legion and the Town of Friday Harbor looking to enforce the view agreement between the Port and the Legion on the parcel now owned by Friday Harbor House. It is too early to have much information but the risk to the Port is low.

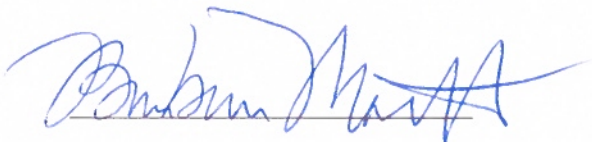
New Business: Commissioners May Share Information or Introduce Topics for Discussion at a Future Meeting.

None

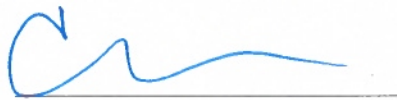
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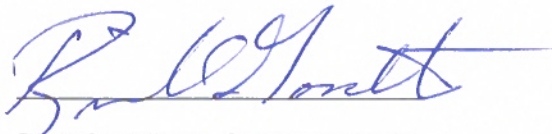
Adjourn: 11:18a



Barbara Marrett, Commissioner



Graham Black, Commissioner



Rich Goodhart, Commissioner