

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND  
SPECIAL MEETING**

Held at China City Banquet Room, 1804 Scott Rd, Freeland WA 98249  
Thursday, June 25, 2020 at 3:00 p.m.

**AGENDA**

SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (3:00 p.m.)

**Interlocal Cooperation Agreement – Coronavirus Relief Fund Grant**

ADJOURNMENT (Approximately 4:00 p.m.)

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Special Meeting

June 25, 2020

Freeland, Washington

**Commissioners Physically Present:** Ed Halloran (Langley) and Curt Gordon (Clinton); **Via Telephone:** Jack Ng (Freeland)

**Port Staff Present:** Stan Reeves (Executive Director) & Molly MacLeod-Roberts (Port Clerk/Accountant)

**MEETING CALL TO ORDER:** The Special Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Thursday, June 25, 2020, in the Banquet Room of China City Restaurant at 1804 Scott Rd in Freeland, Washington. Although this Special Meeting was of course open to the public, due to COVID-19, attendance at such gatherings was discouraged per Island County's Press Release dated March 4<sup>th</sup>. Additionally, the meeting was scheduled primarily for Commission consideration, discussion and action on the specific issue and public participation was not on the Agenda.

Commissioner Ed Halloran, President, called the Special Meeting to order at 3:00 p.m., followed by the Pledge of Allegiance.

**Interlocal Cooperation Agreement (ICA) – Coronavirus Relief Fund Grant:** Reeves explained that the "real meat" of the Agreement between Island County and the Port is in the first 6 pages; the remainder is the contract between Island County and Washington State Department of Commerce to receive the money. The only part of that section that pertains to the Port is Page 12, Item 5a, which reads: "*Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.*" Reeves explained lease payments, utility bills, etc. are eligible for reimbursement. However, a small business owner is not allowed to submit for reimbursement for the same business expense that was already reimbursed by another grant program. That is the only "risk" to the Port. The application asks businesses if they received any other grant funding (from the Paycheck Protection Program, an Economic Injury Disaster Loan, etc.). The Port's application requires businesses to state if they have received money from other programs, but there is no way for the Port to actually verify that. This ICA basically states that Island County will give the Port \$244,000, of which \$222,000 is for the grants and \$22,000 is to cover the Port's expenses to administer the program, but Reeves said the Port's expenses will not be that high.

Commissioner Curt Gordon further explained that Island County received \$4.6 million from the CARES Act. The County Commissioners approved using \$1 million of that to help local businesses, with each of the 3 County districts receiving a third of it. The town/cities of Coupeville, Oak Harbor and Langley also received CARES Act funding directly. Each of the County Commissioners gave some of their third (\$333,333) to the city/town in their district and the remainder for the businesses in the unincorporated area of their district. Each Commissioner is distributing the funds differently; District 3 (North Whidbey/Camano) is using the Economic Development Council and the Camano Chamber of Commerce. Commissioner Helen Price Johnson is directing District 1's funds for the unincorporated areas through the Ports of Coupeville and South Whidbey.

The Port will receive the money in advance of paying out the reimbursements so it should have a zero impact on the Port's cash flow. The Port Attorney has reviewed the Agreement and did not have any major concerns. Applications will be due July 16 and first payments could go out as early as August 19 (following Port Commission approval at the regular meeting on August 11. Gordon noted that Oak Harbor City Administrator Blaine Oborn had expressed his gratitude to the Port of South Whidbey. Oak Harbor was able to modify and use the Port's Small Business Emergency Reimbursement Grant application to help get their \$700,000 program kicked off.

Commissioner Jack Ng asked how the rest of the County's \$4.6 million is being used. Gordon explained that the CARES Act funding was to help counties and cities to continue to function through the pandemic.

If the Commission approves the grant program today, the Port will launch it tomorrow on the Port's website and Facebook pages, through the Chambers (Freeland, Langley & Clinton), in the South Whidbey Record and Drew's List. The synopsis of the program will be announced and the 2-page application will be available on the Port's website with the 1-page of Guidelines. The deadline will be midnight on July 16<sup>th</sup>. The selection criteria will be dependent on how many applications are submitted and how much money is requested. Reeves is thinking of a geographic distribution that divvies it up so one area doesn't get it all. Applicants can apply for up to \$10,000; Oak Harbor's average request was \$8,500.

**ACTION: A Motion was made by Gordon and seconded by Halloran to approve the Interlocal Cooperation Agreement – Coronavirus Relief Fund Grant as presented. The Motion passed unanimously.**

Halloran provided his signature as President, and Reeves attested by providing his signature.

Since the Port of Coupeville is not subject to the Interlocal Cooperation Agreement, Reeves prepared an Interdistrict Agreement for the Joint Exercise of Port District Powers to establish a relationship between the two ports so that the Port of South Whidbey "may, by mutual agreement, exercise the powers necessary to administer a financial assistance program to small businesses operating within the Port of Coupeville district. It is similar to the agreement between the Port of South Whidbey and the Port of Everett for the Mukilteo Parking project. The Agreement was executed via signature by Reeves and Chris Michalopolous (Executive Director, Port of Coupeville).

The Selection Committee will have 3 members: Reeves, Michalopolous and Petite Bryant-Hunt from Island County. They will produce the selection criteria once all applications have been received. Successful applicants will be required to complete a Certification when submitting for reimbursements and Reeves has prepared a tracking report that he will submit to the County for all expenditures.


The Commissioners thanked Reeves for his work.

ADJOURNMENT: The Special Meeting was adjourned at 3:29 p.m.

Approved:

  
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Commissioner Ed Halloran, Langley


  
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Commissioner Curt Gordon, Clinton

  
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Commissioner Jack Ng, Freeland

Minutes prepared and submitted by:

  
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Molly MacLeod-Roberts, Port Clerk/Accountant

**Public Disclosure Statement:** The foregoing Meeting Minutes, audio recording and all supporting documents presented are available at the Port of South Whidbey, 1804 Scott Rd., Suite 303, Freeland WA 98249.

 **Commissioners Ed Halloran, Curt Gordon and Jack Ng approved the foregoing Minutes during the regular meeting of August 9, 2020, which was held online via Zoom Meeting**