

**THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND**  
**REGULAR MEETING**  
Held via Zoom Meeting Service  
Tuesday, April 14, 2020 at 2:15 p.m.

**AGENDA**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/803471135?pwd=dGErM3lTbkhWWIR6Ti9kVWNUcU15Zz09>

Meeting ID: 803 471 135

Password: 984202

**Dial by your location**

+1 301 715 8592 US

+1 253 215 8782 US

Meeting ID: 803 471 135

Password: 984202

**WORKSHOP (2:00 – 2:15 PM):** Commission review of vouchers and recent correspondence .

**REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE**

**COMMISSIONER ACTIONS**

**Consent Agenda:** Approval of April Vouchers in the amount of \$77,656.76 and Minutes from the Regular Meeting of February 11 and the Special Meeting of March 11, 2020

**PUBLIC COMMENT** – *This is time set aside for members of the public to speak to the Board regarding any subjects of concern/interest, including items on the Agenda. The Board will take all information under advisement, but generally will not take any action unless it is emergent in nature. To ensure your comments are recorded, please state your name and city of residence. Please limit comments to 5 minutes.*

**EXECUTIVE DIRECTOR REPORT**

**Financial Update and February 2020 Financial Statement**

**Langley Creative District**

**2020 IRTPO Transportation Alternative Grant Program**

**Working Washington Small Business Emergency Grant Program**

**COVID-19 Restrictions**

**STATUS REPORTS**

**Fairgrounds**

- Fairgrounds Advisory Committee Report - NONE
- Fairgrounds Director Report

**Port Operations**

- Maintenance & Operations Supervisor Report

**South Whidbey Harbor**

- Harbor Operations & Harbormaster Report

**ACTIVITIES/INVOLVEMENT REPORTS**

**Halloran:** Marine Resources Committee (MRC), City of Langley Council Meetings, Washington Public Ports Association (WPPA) and Joint Parks Committee

**Ng:** Economic Development Council (EDC) and Port-wide Marketing & Promotion Committee (M&P)

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

**PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

Minutes of the Regular Meeting

April 14, 2020

Held via Zoom Meeting Service

**Commissioners Present:** Ed Halloran (Langley), Curt Gordon (Clinton) and Jack Ng (Freeland)

**Port Staff Present:** Stan Reeves (Executive Director), Molly MacLeod-Roberts (Port Clerk/Accountant), Pat Kisch (Maintenance & Operations Supervisor), Patrick Boin (Harbormaster), Bryon Midkiff (Fairgrounds Director) and Noriko Sparkman (Admin/Accounting Support)

**MEETING CALL TO ORDER:** Following a Workshop from 2:00 p.m. to 2:15 p.m. for informal Commission review and discussion of vouchers and recent correspondence, the Regular Meeting of the Port District of South Whidbey Island's Board of Commissioners was convened on Tuesday, April 14, 2020, via Zoom Meeting Service. Commissioner Ed Halloran (President) called the Regular Meeting to order at 2:15 p.m., followed by the Pledge of Allegiance.

**CONSENT AGENDA**

**Approval of Current Vouchers:** Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Board, and have been presented to the Board for review.

**Approval of Minutes:** Minutes from the Regular Meeting of February 11 and the Special Meeting of March 11, 2020

**ACTION:** A Motion was made by Commissioner Curt Gordon and seconded by Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated April 2020 as signed today in the amount of \$77,656.76. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

**FINANCIAL UPDATE**

**February 2020 Financial Statement and Executive Director Report:** The Commission acknowledged receipt of the February 2020 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$47,000 in tax, operating and bond revenue and incurred \$64,500 in operating and capital expenses during February 2020. Ending cash balance at 2/29/20 was \$1,229,000 consisting of \$730,000 in the Bond Fund and \$499,000 in the General Fund. Reeves noted that due to the impact of COVID-19, cash flow is "out the window," so he won't even attempt to go through revenue projections right now. In February, both the revenue and expenses were just slightly lower than planned at the Harbor. At the Fairgrounds, revenue was slightly below the amount budgeted, but expenses were significantly lower, mostly because there was no Fairgrounds Director Salary paid during January or February. The preliminary Profit & Loss for March shows definitely lower than projected revenue and there will be a very significant drop off of revenues in April at the Harbor, Fairgrounds and the Humphrey Road Parking Lot.

**Langley Creative District:** Designated by ArtsWA on March 24<sup>th</sup>, the group will go slowly for now working on marketing, etc.

**2020 Island Regional Transportation Planning Organization (IRTPO) Transportation Alternative Planning Grant Program:** Reeves' presentation to IRTPO of the Port's application for the Clinton Dock repair and use for a passenger only ferry went well. There were 8 projects submitted; 4 were in the Surface

Transportation Block Grant category and 4 in the Transportation Alternatives Planning Grant category. The total amount requested was only \$388,000 and over the next 6 years the County has almost \$636,000. The consensus was that all 8 projects will get funded, and it will become a matter of how the Board prioritizes them at the meeting on April 25<sup>th</sup>. Reeves doesn't know yet how the Port's project ranked within the committee.

**On-Call Engineering Services:** Davido Consulting Group completed an assessment for repairing the landing on the stairs at the Humphrey Road Parking Lot, and two alternatives to repair with costs of \$15,700 and \$17,800. Maintenance & Operations Supervisor Pat Kisch believes the Port can complete the \$17,800 repair option at a significant cost reduction by doing the work in-house with the purchase of more robust welding equipment (budgeted \$3,500 and would need to spend \$6,000). Gordon noted that having a certified welder reduces the liability; and asked if Kisch was certified. He is not. Gordon asked Reeves to check with Enduris regarding liability issues. He encouraged Kisch to instead work with Rex of Greenbank Metalworks on the project, because he is a certified welder. Kisch agreed.

**COVID-19 Restrictions:** Reeves explained Port staff is trying to minimize the number of people occupying a space at one time. At the Fairgrounds, Maintenance/Campground Host Ben Wooldridge is working full time and Fairgrounds Director Bryon Midkiff is also working full time in the office and helping out with some maintenance and other tasks, with both employees maintaining social distance. At the Harbor, Harbormaster Patrick Boin and Assistant Harbormaster Nick Halstead are rotating days so they are not there together unless necessary. Reeves is in the Port office every weekday, Port Clerk/Accountant Molly MacLeod-Roberts is working in the office just 2-3 days each week and working from home the rest of the time. Part-time employees Jesse Levesque (Fairgrounds Marketing & Events Coordinator) and Noriko Sparkman (Admin/Accounting Support) are working from home. Midkiff, Levesque & Sparkman may end up helping the Island County Economic Development Council with a Call Center program that EDC Executive Director Sharon Sappington is trying to put together to help point small businesses in the right direction so they can get the help they need, i.e. how to apply or who to contact for the Payment Protection Program or Economic Injury Disaster Loan, etc.

**Working Washington Small Business Emergency Grant Program:** The program is for small businesses with up to 10 FTE employees. A total of \$5 million in funds is spread through 39 counties with a grant of up to \$10,000. Island County will only get approximately \$100K of that money. There are 221 confirmed applications and another 30-40 that came in after the deadline. Reeves thinks only 2-5 businesses in the Port District will be able to get a grant. The EDC will hold onto all the applications in case additional funding becomes available later.

**STATUS REPORTS:**

**Fairgrounds**

- Fairgrounds Advisory Committee (FAC) Report: No meeting in March.
- Fairgrounds Director Report: Reeves introduced newly hired Fairgrounds Director Bryon Midkiff to the Commissioners. Midkiff said things are pretty quiet at the Fairgrounds and staff is mainly working on keeping it clean and completing minor repairs.

**Port Operations**

**Maintenance & Operations Supervisor Report:** Kisch presented his monthly report on maintenance & repairs completed/ongoing/planned at Clinton Beach, Humphrey Road Parking Lot, Bush Point, Possession Beach Waterfront Park and the Fairgrounds. At Bush Point, without prior notification, Puget Sound Energy was changing out the power meter at the house, one of the prongs in the meter base came out with the meter and flopped into the side of the box and created quite an arc. Kisch had to contact Jerry Beck Electric for an emergency response to cut the power to the house, replace the meter base, add a weather head and restore power to the house again. The tenants were out of state at the time. Kisch replaced the water pump at the

house as well. He rented a mini-excavator to clean up some potholes and regrade the gravel parking area at the Harbor, and removed and disposed of the creosote railroad ties and the end of an old power pole near the bulkhead. The annual check of the backflow prevention valves at the Fairgrounds was completed; all passed. Due to COVID-19 restrictions on fishing/recreational boating, the floats at Bush Pt have not been installed yet, but Port staff was able to take advantage of the high tide and put the first two floats in at Possession Beach. Once the restrictions are lifted, they will be able to put in the remaining floats without having to wait for a high tide.

#### **South Whidbey Harbor**

**Harbormaster Operations & Harbormaster Report:** Harbormaster Patrick Boin was on hand to present his monthly report. The Harbor had been looking forward to a very busy March with yacht club visits and Puget Sound Express whale watching tours, but COVID-19 slowed and then completely halted all boating traffic. He closed the showers/restrooms and added another portable toilet. Currently, no transient overnight moorage or day stops will be allowed until May 4th, except for emergency purposes and possibly Hat Island residents to get necessary supplies. Harbor staff continue working on maintenance and repair of the facility.

#### **ACTIVITIES/INVOLVEMENT REPORTS**

**Ng:** Island County Economic Development Council (EDC) and Port Promotion & Marketing Committee (P&M)

**EDC:** Ng invited EDC Executive Director Sharon Sappington to report on the activities. Gordon said he wants to make sure someone at the Port is as up-to-date and informed as possible on all the programs available from the state and federal agencies (loans, grants, etc.). As a small business owner himself, he spent an extra half-hour to talk to his banker about the process for the Small Business Administration (SBA) loans. Sappington said the EDC is on calls every day with the SBA, U.S. Representatives Rick Larsen and Suzan DelBene, Dept of Commerce, etc. The EDC is keeping up with the details as they roll out and the problems businesses are running into. The SBA just started sending checks for the advancement (\$1,000 per employee; so a sole proprietor can get \$1,000) for the Economic Injury Disaster Loans (EIDL). The other SBA loan is the Paycheck Protection Program (PPP). Since it is a forgivable loan, banks don't make much money on them and several banks have put additional restrictions on who qualifies (must have an existing relationship with that bank, etc.). Sappington said the PPP money will likely run out by the end of the week unless the federal government approves additional funding. She also wants everyone to know that on Saturday, self-employed individuals and GIG workers will be eligible for unemployment benefits, including \$600 per week from federal Pandemic Unemployment Assistance (PUA).

Sappington and Eric Brooks (Island County Emergency Management) are the first two members of the Covid-19 Business Recovery Task Force and will meet with the Island County Commissioners tomorrow to discuss messaging and how to get information to the businesses that need it.

Ng said he received his PPP money for his business yesterday; now he has to figure out how to spend it. Businesses have just 8 weeks to spend the money and the start date is the date it was approved (not the date it was funded). His was approved a week ago, so he only has 7 weeks to spend it. Additionally, 75% of the PPP must be spent on payroll, but with employees getting the minimum state unemployment benefits plus the additional \$600 federal PUA, most employees are making more from unemployment than they would if they came back to work. If businesses do reopen, they may not be able to get employees to come back to work as long as PUA is still available. Gordon agreed; the PUA works against the PPP.

**P&M:** No meeting held.

**Halloran:** Marine Resources Committee (MRC), City of Langley Council Meetings, Washington Public Ports Association (WPPA), and Joint Parks Committee

**MRC:** No report.

**Langley:** Halloran attended the City Council meeting via Zoom; it was fairly brief.

**WPPA:** No meeting held.

**Joint Parks Committee:** No meeting held.

**Gordon:** Council of Governments (COG), Island Regional Transportation Planning Organization (IRTPO), and Clinton Community Council (CCC)

**COG:** No report.

**IRTPO:** The Oak Harbor walkway project was extended.

**CCC:** No report.

**WPPA:** Gordon sat in on the webinar. He noted the importance of tracking the costs and loss of revenue associated with COVID-19 because there might be ways to get reimbursed.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**ADJOURNMENT:** Without any further action, the Meeting was adjourned at 3:34 p.m.

Approved:



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Commissioner Ed Halloran, Langley

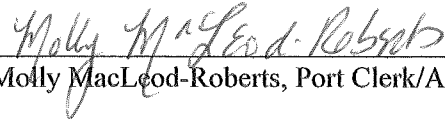


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Commissioner Curt Gordon, Clinton



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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 101, Freeland WA 98249.



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