

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND
REGULAR MEETING

Held via Zoom Meeting Service
Tuesday, May 12, 2020 at 2:15 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86960806489?pwd=VTRIM1H1YU9pOGZVVUlsTTIHR0JLdz09>

Meeting ID: 869 6080 6489

Password: 218029

One tap mobile

+12532158782,,86960806489#,1#,218029# US (Tacoma)

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Meeting ID: 869 6080 6489

Password: 218029

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 May Vouchers in the amount of \$68,476.15

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 March 2020 Financial Statement

Port's 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

May 12, 2020

Held via Zoom Meeting Service

Commissioners Present: Ed Halloran (Langley) & Curt Gordon (Clinton) **Absent:** Jack Ng (Freeland)

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

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, May 12, 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.

ACTION: A Motion was made by Commissioner Curt Gordon and seconded by Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated May 2020 as signed today in the amount of \$68,476.15. The Motion passed unanimously.

PUBLIC COMMENT: None.

FINANCIAL UPDATE

March 2020 Financial Statement and Executive Director Report: The Commission acknowledged receipt of the March 2020 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$93,000 in tax, operating and bond revenue and incurred \$55,000 in operating and capital expenses during March 2020. Ending cash balance at 3/31/20 was \$1,267,000 consisting of \$731,000 in the Bond Fund and \$536,000 in the General Fund.

Reeves had also provided his updated cash flow projections through the end of 2021, a preliminary Profit & Loss for April 2020, and a tracking summary of the bond fund. New this month, he provided graphs of (unofficial) April projections based on the preliminary Profit & Loss. Those graphs show the impact on revenue related to Covid-19 restrictions at Humphrey Road Parking Lot, South Whidbey Harbor and the Whidbey Island Fairgrounds & Events Center. Campground revenue in April actually exceeded projections because those staying there had nowhere else to go when state and county campgrounds were closed.

Port's Small Business Emergency Reimbursement Grant Program: In an effort to help preserve public health and promote public welfare, the Port is accepting applications for this Program from Restaurant/Food/Agricultural Small Businesses in the Port District that provide food and/or food products to the general public for consumption (brewers, vintners and distillers are eligible). Reeves said the Port has received just under \$17,000 in applications (for awards of \$1,000 or less) that have been submitted. Approximately \$8,000 of that amount was included in the vouchers approved at this meeting for those businesses who already submitted receipts. Eligibility for the program was originally limited to small businesses with 10 or less full-time equivalent (FTE) employees and excluded non-profits. On May 6, it was expanded to 20 or less FTE employees, non-profits were included, and the deadline to apply was extended to midnight on May 31, 2020 or until funds are exhausted, whichever comes first. Reeves asked the

Commission to “give him the green light” to manage the program somewhat at his discretion, and then the approval process by the Commission is completed by approving the vouchers for payment.

ACTION: A Motion was made by Gordon and seconded by Halloran to authorize Executive Director Stan Reeves to continue to approve the grants as discussed, with Commission approval provided by the voucher payment approval process. The Motion passed unanimously.

2020 Island Regional Transportation Planning Organization (IRTPO) Transportation Alternatives Planning Grant Program: The Port submitted an application of \$650,000 for a 3-phase project of the Clinton Dock to remove the existing floats, reengineer a new dock and build a new dock that can be used for a passenger-only ferry. IRTPO has awarded \$319,000 which will essentially fund Phase 1 and 2, and the Port can submit for funds and start work on the project within the next few months.

Fairgrounds: Capital projects are still on hold while COVID-19 restrictions are in place. Fairgrounds Director Bryon Midkiff and Maintenance/Campground Host Ben Wooldridge have really cleaned up the property; Reeves said it’s probably better than it has ever looked.

On-Call Engineering Services: As directed at the last regular meeting, Maintenance & Operations Supervisor Pat Kisch contacted Rex Lukinich at Greenbank Metalworks regarding the project to repair the landing on the stairs at the Humphrey Road Parking Lot. Lukinich confirmed that the work should be done by a licensed welder and will provide Kisch with a quote.

Langley Creative District: Approved/designated on March 24, the goal is to sign a contract with ArtsWA at the end of June that includes the goals for the next five years. Midkiff will take a more active role with the Creative District’s activities.

COVID-19 Restrictions: For Phase 1 of the state’s reopening (around May 15th), the Fairgrounds and Harbor facilities will remain closed, but the boat ramps at Possession Beach Waterfront Park and Bush Pt. will be open. When Phase 2 starts (around June 1st), the Port might be able to open up the Harbor for overnight moorage and day stops, but at 50% capacity. It’s possible the horse arena at the Fairgrounds will be opened during Phase 2, with limitations as to the number of riders/horses at one time. Around the end of June, the State should reach Phase 3 which allows gatherings of up to 50 people. At that point, small events can take place at the Fairgrounds and the Harbor can likely resume full operations with health protocols in place. Phase 4 will occur in mid-July with unlimited gathering size and new normal established.

Port Staff: Due to the impact of COVID-19, effective May 1st a freeze has been placed on the salaries and wages of all Port employees for the fiscal year. As a cost-cutting measure, the Executive Director has reduced his salary by 10% effective May 1st. Gordon said he appreciated Reeves’ willingness to reduce his pay, but as a technical point he suggested it should be treated as “deferred salary” so the Commission can decide at a later date whether it should go away and be restored to original level. Halloran agreed.

STATUS REPORTS:

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: No meeting in March or April.
- Fairgrounds Director Report: Campground revenue for April was up 48% from March. Fairgrounds staff has now placed a NO Vacancy sign in order to maintain proper social distancing within the campground. In April, plumbing repairs in the main restrooms were completed, and both the main restrooms and the ones under the Port’s Fairgrounds office were painted. Two tenants (Bekah Bee Music and Vibrant Fitness) have been able to use their spaces to hold remote on-line classes. Most of the commercial kitchen users cancelled their scheduled times for April.

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. The remaining boarding floats at Possession on April 28th and the floats at Bush Pt were launched on May 8th. Kisch is still working on finding a solution for the D Dock landing at the Harbor. The property to the north of Humphrey Road Parking Lot recently sold and the new owner plans to remove trees along the fence line. Kisch will close the impacted parking spaces when the work is done so customer's vehicles are not damaged.

South Whidbey Harbor

Harbormaster Operations & Harbormaster Report: Harbormaster Patrick Boin was on hand to present his monthly report. With the closure of the Harbor to vessels for recreational activities, there was very little revenue in April. Small parties from Hat Island were allowed to use the docks for short periods of times to get needed supplies, and a couple of winter moorage customers still have their boats in the Harbor through the end of May. Boin said Kisch, Assistant Harbormaster Nick Halstead and Arthur Fleming from Spyderman Excavating did a great job regrading and filling in the parking lot and trimming branches. Halstead and Boin are working on building up the Harbor's online presence and posting photos or videos at least once per week.

ACTIVITIES/INVOLVEMENT REPORTS

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

EDC: Absent, no report.

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: The MRC held its May meeting via WebEx and it went well.

Langley: Halloran reported some technical difficulties with participating in the Council's online meetings.

WPPA: No meeting held, but Halloran sat in on 4 of the weekly online round table sessions.

Joint Parks Committee: No meeting held.

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

COG: At the recent meeting, there was a lot more discussion about broadband. Island County Planning Director Jessica Carpenter said the county is hiring a consultant to do some business modelling/economic study, and asked the COG members if they would be interested in piling on, and Gordon noted that the Port would definitely be interested. EDC Executive Director Sharon Sappington said Buxton is the name of the firm, and it brings in data focusing on retail businesses, capturing information to see how sales change over time in grocery stores, restaurants, etc. The model Buxton produces from that information is in the form of licensing as a "pay to play", so if the Chambers or the Port want to use it, the Port would choose which pieces it wants and pay accordingly. Reeves has some reservations about it. In his opinion, if Island County wants to get the data – great! If the County then pushes down the data that the Port needs, why should the Port have to pay \$2,000 per year to get it? It also appears the data is cell-phone driven (i.e. how many people went into a store, how much time was spent inside, etc.) and he's not sure how useful that information would be. Gordon noted that the Port paid \$5,000 to BST Associates in 2013 for an Economic Study that was very specific to the Port district and was very helpful for the Port's Comprehensive Scheme. He thinks something like BST's study is entirely appropriate. Reeves noted that the Port's 2020 Budget included a line item for the Comprehensive Scheme, but it seems like the Port will probably have to go in a different direction as a result of the current economic situation so it might be better to wait. He agrees the Port needs data; he's just not sure the Buxton data is the data we need. Gordon said he trusts Reeves on that, and added that there are

two reasons the Port needs data – one is for the Comprehensive Scheme and the other is for helping our constituents now.

Gordon asked if the Port had received a list of businesses in the district from the EDC. The EDC and the Chambers put together a phone list for the 1,500 businesses in the Port District. They hope to contact them to ask if they need assistance, if they have applied for either the Payroll Protection Program or the Economic Injury Disaster Loan, etc. The Langley Chamber of Commerce, Langley Main Street Association and the Port are divvying up the list of businesses into Langley, Freeland and Clinton. Right now, Port staff (Reeves, Midkiff and Fairgrounds Marketing & Events Coordinator Jesse Levesque) will be contacting the 560 Clinton businesses. Midkiff is coordinating the Port's efforts and they will probably start the calls tomorrow morning. The intent is twofold: 1) Find out if the business needs help applying for the loans and if so, directing them to the right resources to get that help, and 2) Gather data on how they've been impacted and where do they think the focus needs to be to help them. Island County, the EDC, the Chambers and the Port need that information in order to figure out what to do next. Gordon asked if Buxton would be doing the same thing or if it would be similar to the Economic Trends study that BST did for the Port. Reeves' understanding is that Buxton would just provide data on where people go. Sappington explained that businesses would be able to go into the dashboard and look at a certain business type (grocery store, restaurant, etc.) or a specific region and see the visitor profiles based on cell phone tracking. Gordon said that is very different than the Economic Trends study. It sounds like a great tool for retail businesses, but it's not what the Port needs. Gordon wondered if the Buxton platform would be the best use of County resources right now.

IRTPO: The Surface Transportation Block Grants and the Transportation Alternatives Grants were awarded.
CCC: The group continued to discuss the Gateway Study.

WPPA: No meeting held.

Comprehensive Scheme/Strategic Plan: The 2020 budget includes \$40,000 for each (Comp Scheme & Strategic Plan). Gordon agreed with Reeves' earlier comment that the direction of the Port over at least the next few years will dramatically change. Reeves suggested the Port push them both out until next year to give time to recover and then go from there. Gordon suggested the Port could use some of that money for data collection and follow up assistance to help local businesses. Halloran agreed. Gordon also suggested the Port should have a Special Meeting to discuss the Port's purpose and how it might temporarily change.

OLD BUSINESS: None.

NEW BUSINESS:

Bond Rate: Gordon asked Reeves to call Jim Blumenthal of Martin Nelson & Company regarding the possibility of refinancing the interest rate. Reeves agreed to do so.

Clinton Beach: Kisch said Mel Trenor of Island Beach Access was considering not putting the ADA mats out because of the driftwood and drainage issues blocking the path to the beach. The group will meet this week and decide.

Permits: Kisch heard today that Island County no longer has a permit to perform any beach activities (ramp cleaning, etc.) and Gordon expressed concern regarding the Port's maintenance permits. Reeves said he has emailed a one-year extension request to the Army Corps of Engineers (ACE), the City of Langley, Washington State Department of Fish and Wildlife (WDFW), because all of the Port's permits expire between November 2020 and April 2021. The City of Langley responded - the Council needs to take action to approve the extension. No response from the County or the ACE yet. WDFW emailed that the Port just needs to fill out an application online a month ahead of time, but he will follow up to ensure the permits don't expire.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 3:29 p.m.

Approved:



Commissioner Ed Halloran, Langley




Commissioner Curt Gordon, Clinton



Commissioner Jack Ng, Freeland

Minutes prepared and submitted by:



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.*