

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

Held via Zoom Meeting Service  
Tuesday, June 9, 2020 at 2:15 p.m.

**AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/88405673468?pwd=RGw1MFMwK3p4RU9pMXRYcjl2NTQrUT09>

Meeting ID: 884 0567 3468

Password: 392309

One tap mobile

+12532158782,,88405673468#,,1#,392309# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 884 0567 3468

Password: 392309

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 June Vouchers in the amount of **\$67,439.98** and Minutes from the Special Meeting of March 24, and the Regular Meetings of April 14 and May 12, 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 April 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**

**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)

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

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

## PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

June 9, 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), and 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, June 9, 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 Special Meeting of March 24, and the Regular Meetings of April 14 and May 12, 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 June 2020 as signed today in the amount of \$67,439.98. The Motion passed unanimously.

**PUBLIC COMMENT:** None.

### EXECUTIVE DIRECTOR REPORT:

**Financial Update and April 2020 Financial Statement:** The Commission acknowledged receipt of the April 2020 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$305,000 in tax, operating and bond revenue and incurred \$78,000 in operating and capital expenses during April 2020. Ending cash balance at 4/30/20 was \$1,495,000 consisting of \$732,000 in the Bond Fund and \$763,000 in the General Fund.

Reeves had also provided his updated cash flow projections through the end of 2021 and included graphs of April and (unofficial) May projections based on the May 2020 preliminary Profit & Loss. The 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. In May, Humphrey Lot revenue was \$15,000, down from the projected \$21,000. The Harbor revenue for May was just \$5,000; the projected revenue was \$17,000. Fairgrounds revenue is also lower, but the expenses are significantly lower. Cash balances in the Bond Fund remains high, due to the delayed Fairgrounds Capital Projects. The General Fund cash balance is also high, with the Port receiving \$20,000 more than budgeted for April property tax revenue.

**2020 Island Regional Transportation Planning Organization (IRTPO) Transportation Alternatives Planning Grant Program:** Subsequent to the Port being awarded \$319,000 for Phase 1 and 2 of the 3-phase Clinton Dock project, Reeves is working with Island County Transportation Planner Susan Driver on how to get the money. It's somewhat complicated because the Washington State Department of Transportation (WSDOT) is looking at it as a traditional Surface Transportation project, so they want to manage everything.

It will just take additional time to coordinate. Reeves hopes to have an update from WSDOT and Driver by the end of the week.

**Fairgrounds Capital Projects:** Rick Brown (The Brown Associates/Architects, Inc.) drafted several design proposals for the Coffman Kitchen that would be less costly. Reeves and Brown narrowed it down to 2-3 options last week, and then met with Marian Myzkowski from Goosefoot who liked the changes. The revised design will not have new bathrooms in the other corner of the building, will only expand the existing footprint of the kitchen on one side by a little bit, will utilize some of the existing restroom facility and add an additional restroom. The drawing looks like it will definitely meet Goosefoot's intent and will cost significantly less. Brown had a few constants in all of his design concepts, including using the existing sewage drains, electrical panels and heating system without moving them around. Reeves thinks he did a good job. Gordon suggested the Commission should have a Special Meeting so they can review the plan. The Commission agreed.

**Langley Creative District:** The first Profit and Loss Statement for Langley Creates was distributed on June 3. It indicates that 72% of the initial grant funding of \$9,000 is already spent, predominantly on "staff expense" at Whidbey Island Center for the Arts (WICA) for administration of the Creative District. Remaining balance is \$2,504.22. Fairgrounds Director Bryon Midkiff is attending the meetings now.

**Port's Small Business Emergency Reimbursement Grant Program:** Twenty-four businesses applied for and were awarded reimbursement grants of up to \$1,000. The total amount awarded is \$21,810.64. In May, the Port paid out a total of \$9,436.81. An additional \$9,853.01 will be paid out from the vouchers signed today, with the remaining balance of \$2,520.82 to be paid in July. Gordon said Reeves did a great job creating the program.

**COVID-19 Actions:** The Fairgrounds Marketing & Events Coordinator was laid off as of May 22<sup>nd</sup>. There just wasn't any financial justification to keep that position on payroll as there are no events scheduled for the rest of the summer – everything has been cancelled. Midkiff can perform the duties of that position for now, and the position might be brought back in 2021.

Island County officially entered Phase 2 on May 23<sup>rd</sup>. By the end of the following week, South Whidbey Harbor was opened to transient overnight moorage and day use moorage (to 50% capacity) and the horse arena was opened at the Fairgrounds.

**Island County Small Business Grant Program:** Reeves has been participating in the Island County Economic Recovery Task Force. Most of the time has been spent on two topics: the Buxton data-gathering tool and the Island County Small Business Grant Program with a total of \$1,000,000, split between the three County districts. As of the meeting, the group still does not have a grant application, a real plan as to how to execute the program, or an interlocal agreement (or even a draft). He had proposed that Island County "push money" down to the Port and the Port would be the agency that distributes the money throughout District 1. The County's tentative plan is that the Port of South Whidbey and the Port of Coupeville would be responsible for the unincorporated areas of District 1 and the Town of Coupeville and the City of Langley would each have their own program for businesses within their jurisdictions. Reeves and Port of Coupeville Executive Director Chris Michalopoulos have been discussing how to organize the program, whether through an ILA between the ports for all of unincorporated District 1 or have each port with its own program. District 1 would have a total of \$333,000 with Town of Coupeville getting \$60,000, City of Langley \$51,000, and unincorporated areas \$221,000. He has provided the County with a draft application for the small business grant, but he feels the County is putting the Buxton project way ahead of this grant program. Gordon said they had the same conversation at the Council of Governments meeting. The County seems focused on bringing people back to Whidbey Island instead of focusing on making sure there are businesses for people to come back to.

Halloran had the pleasure of delivering reimbursement checks to some of the recipients of the Port's Small Business Grant. They were very grateful but it is obvious that businesses are hungry for help. He finds it disheartening to know there's a big chunk of money and it's taking so long to get it to the businesses. Gordon noted that the Payroll Protection Program of 8 weeks has been extended to 24 weeks, but most businesses have already spent that money. He agreed that the Port needs to get that money out there. **Sharon Sappington (Executive Director, Economic Development Council)** noted that Oak Harbor, Langley and Coupeville have already received funding directly from the CARES Act. That initial distribution was \$57,750 for Coupeville, \$35,850 for Langley and \$689,100 for Oak Harbor.

**Fairgrounds Capital Improvements:** Gordon asked, "Why can't we start the 3-phase power project at the Fairgrounds?" Reeves said the Port can; he just hasn't gotten to it. He agreed to get that project going.

#### STATUS REPORTS:

##### **Fairgrounds**

- Fairgrounds Advisory Committee (FAC) Report: No meeting held since February due to Covid-19 restrictions.
- Fairgrounds Director Report: Fairgrounds Director Bryon Midkiff provided his monthly report. After attending the last 4 or 5 meetings for the Creative District, he said the group tends to talk about the same things each week (painting the bus barn and the sidewalks, etc.) instead of getting things done. He believes they need to prioritize what needs to be done and just do it. In May, he and Fairgrounds Maintenance/Campground Host Ben Wooldridge went through the entire Fairgrounds property and cleaned up every building, barn, shed and filled a 20-yard dumpster. They also worked with the Fair Association to organize and discard as needed. The campground is still at 80% capacity; it is in good repair, well maintained and safe. The arena is now open, and the first users said Staff had done a great job of grooming and maintaining the area.

##### **South Whidbey Harbor**

Harbormaster Operations & Harbormaster Report: Harbormaster Patrick Boin was on hand to present his monthly report. There was not much activity last month until May 29<sup>th</sup>, when the Harbor reopened to transient overnight and day stop moorage up to 50% capacity in the inner harbor and no rafting allowed on D and E Docks, with reservations required. The restrooms remain closed for now. This week is busy with shrimping opening on Thursday and lots of reservations (mostly locals). The Harbor has extra masks and hand sanitizer at the office for those who need them. Boin reported he has almost filled the seasonal staff requirements. He and Maintenance & Operations Supervisor Pat Kisch are working on adding a sink on the outside of the restrooms for hand washing. They're also working with Mantle Industries and Sound, Slope & Shoreline on replacing the base plate on the gangway landing on D Dock.

##### **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. On May 22<sup>nd</sup>, Island Beach Access volunteers placed the ADA mats on the upper section only of **Clinton Beach**. Kisch had cut a path through the driftwood so kayakers and beach walkers could get to the water without climbing over the logs, and some of the volunteers helped move those logs out of the way so there is now a 3-4' wide path to the beach. On May 18<sup>th</sup>, Port staff discovered the paybox had been broken into at **Humphrey Road Parking Lot**. The floats are in at **Bush Pt** and the water tender at the **Fairgrounds** has been serviced and is ready for use in the arena.

#### ACTIVITIES/INVOLVEMENT REPORTS

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

**EDC:** Ng asked Sappington to provide a recap. She reported that all EDC Staff are doing well working

remotely. The annual meeting was postponed to June 25<sup>th</sup> at 1:00 p.m. and Congressman Rick Larsen will be the guest speaker. Sappington is working exclusively with Camano Island on the County's CARES Act grant funding, along with Island County Commissioner Janet St Clair and the Camano Chamber of Commerce. The Working Washington Small Business Emergency Grant (WWSBEG) program awarded \$197,000 to 23 companies in Island County. That program goes through June 2021; the CARES Act program must be completed by October 31, 2020 at the County level.

Sappington noted that companies need a way to talk to each other, share experiences and new ideas, etc. during this time. Last week, the EDC had its first virtual Peer-To-Peer last week on ZOOM Meeting Service. It was facilitated and included break out rooms for groups to work on assignments and report back to the main room. It went very well, so they will continue to meet every couple of weeks. She said there will be an even greater need for one-on-one advising for businesses, so the EDC is working on finding resources to get additional Small Business Development Center (SBDC) advising. The annual cost for one certified SBDC advisor is \$120,000, but the Small Business Administration will pay for half of that. It is possible to share the \$60,000 cost with other counties or entities. The individual advisor does not get paid \$120,000; that's the cost for them to travel to and work in the areas, etc. Most are employed by Washington State University. Through the advisor, companies will have access to SBDC's research programs as well as the other 35 advisors throughout the state.

Reeves noted that of 11 of the 23 businesses that were awarded grants from the WWSBEG program were from the Port District of South Whidbey Island (48%).

**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 group held a meeting via WebEx on June 2<sup>nd</sup>. There is a major program related to kelp monitoring and the impact on the marine environment.

**Langley:** There was a great deal of public comment regarding the issue of racism.

**WPPA:** Halloran attended 4 of the online roundtable sessions.

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

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

**COG:** Most of the discussion centered around CARES Act funding and how to split it throughout the County. At COG Chair Tim Callison's request, Gordon had provided a brief presentation on Puget Sound water trails and the group discussed the possibility of expanding those trails.

Gordon wanted the public to know that there is still billions of dollars left in the Paycheck Protection Program. The program has been extended from just 6 weeks to 24 weeks, and the portion of payroll requirement has been reduced from 75% to 60%, while the other allowable expenses portion (rent, mortgage, etc.) has increased from 25% to 40%.

**IRTPO:** Reeves attended the meeting which was focused on changes to the by-laws. One of the proposed draft changes included a note on imposing 3-year term limits for both the IRTPO and the Technical Advisory Committee (TAC). Gordon previously noted that the IRTPO and the TAC are very complicated and it takes a while to get up to speed. Reeves and Halloran had attended a few meetings and agreed completely with that assessment. At the meeting, Reeves shared the view that members should not be limited to a time limit or a term because it could take three years to figure out what's going on. The members made notes and will discuss the issue again at the next meeting.

**CCC:** No report.

OLD BUSINESS: None.

NEW BUSINESS: Gordon suggested that once Island County is in Phase 3, it would be helpful if the Port could have an in-person Special Meeting to look at the plans for the Fairgrounds, etc. Reeves said there is a rumor the County will be submitting an application to move to Phase 3 sometime next week.

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

Approved:



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Commissioner Ed Halloran, Langley

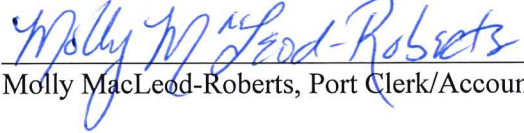


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Commissioner Curt Gordon, Clinton



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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*