

THE PORT DISTRICT OF SOUTH WHIDBEY ISLAND

REGULAR MEETING

Held via Zoom Meeting Service
Tuesday, July 14, 2020 at 3:15 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/86754605247?pwd=K3BPU1N4LzE0V3VOVINCDfYRTJiQT09>

Meeting ID: 867 5460 5247

Password: 251069

One tap mobile

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Dial by your location

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Meeting ID: 867 5460 5247

Password: 251069

WORKSHOP (3:00 – 3:15 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of July Vouchers in the amount of \$79,174.75

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 May 2020 Financial Statement

Port's Small Business Emergency Grant Program

Unincorporated Island County (District 1) Small Business Reimbursement Grant Program

COVID-19 Restrictions

Port Office Relocation

STATUS REPORTS

Fairgrounds

- Fairgrounds Advisory Committee Report
- 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

July 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), and Bryon Midkiff (Fairgrounds Director) **Absent:** Patrick Boin (Harbormaster)

MEETING CALL TO ORDER: Following a Workshop from 3:00 p.m. to 3:15 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, July 14, 2020, via Zoom Meeting Service. Commissioner Ed Halloran (President) called the Regular Meeting to order at 3:15 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 Commissioner Jack Ng to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated July 2020 as signed today in the amount of \$79,174.75. The Motion passed unanimously.

PUBLIC COMMENT: None.

EXECUTIVE DIRECTOR REPORT:

Financial Update and May 2020 Financial Statement: The Commission acknowledged receipt of the May 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 \$68,000 in operating and capital expenses during May 2020. Ending cash balance at 5/31/20 was \$1,519,000 consisting of \$787,000 in the Bond Fund and \$732,000 in the General Fund.

Reeves had also provided his updated cash flow projections through the end of 2021 and included graphs of May and (unofficial) June projections based on the June 2020 preliminary Profit & Loss. On the charts, there are now 2 blue lines – one solid line and one dashed line. The solid line indicates the status at the end of May per the May Financial Statement. The dashed line indicates the status at the end of June per the preliminary Profit & Loss, which is very close to the actual ending numbers. All that is missing is the property tax and other tax revenue for the month. The charts show that revenue is starting to rebound from May to June, most significantly at the Harbor where June revenue was \$18,377 and the budget for June was \$19,652. July is shaping up to meet the budget projection of \$34,000. Gordon noted that it looks like the Harbor revenue will still be \$20,000 short of making the yearend projection due to the impact of Covid-19. He added that although the overview of the 2020-2021 cash flow projections makes sense, he would like to see more details on the reductions/increases in the operating revenues/expenses, broken out by category showing the trends.

2020 Island Regional Transportation Planning Organization (IRTPO) Transportation Alternatives Planning Grant Program Call for Projects: As previously reported, the Port was awarded \$319,000 for the Clinton Dock project. He is still working with IRTPO Planner Susan Driver and Island County has

tentatively agreed to be the Certification Acceptance Agency for the construction project, as required by the Washington State Department of Transportation which is the agency that funnels the money from the federal government down to Island County and then to the Port. Reeves explained they are still working out Island County's role and how this will be administered. The goal is to get the \$169,000 obligated through WSDOT to the Port for the removal of the existing floats and move the gangway (probably up to the Humphrey Rd Parking Lot where it can be stored). Once an Interlocal Agreement with Island County is ready, the Port will can convene a Special Meeting for Commission review and approval.

Fairgrounds Capital Improvements: Reeves, Fairgrounds Director Bryon Midkiff, and Maintenance & Operations Supervisor Pat Kisch will meet with Jerry Beck (Jerry Beck & Company) on Thursday regarding the **3-Phase Project**. They will walk the grounds, review the plans from Puget Sound Energy, look at the trenching concepts, etc. and get Beck's expert opinion on the project. For the **Coffman Kitchen Project**, Rick Brown (The Brown Associates/Architects) brought a general contractor to the building to help him prepare a rough cost estimate for the plan on June 24th; still waiting on a report.

Langley Creative District: ArtsWA has a grant program through the Department of Commerce (DOC) for all creative districts in the state, and Langley Creates is eligible for up to a \$24,500 matching grant. ArtsWA is working out the details of the grant, including whether small public works contracting requirements will apply since the administrative arm of Langley Creates isn't a municipality. Reeves noted it is a matching reimbursement grant – the district will have to spend the money and submit the receipts in order to receive the funds, and the group has just \$2,500 left from their previous grant funds. It is likely they will only be able to do very small projects.

Fairgrounds Advisory Committee: Only 3 committee members along with Midkiff and Reeves showed up for the last meeting, so there was no quorum.

Unincorporated Island County (District 1) Small Business Reimbursement Grant Program: As of Friday, the Port received 13 applications requesting \$84,000. As of this afternoon, there are 18 applications requesting \$130,000. There is \$92,000 remaining before the deadline in 2.5 days. The other districts received applications for 1/2 to 2/3 of their total funds in the last two days of their programs. Reeves thinks the Port will end up with the full \$222,000 in requests. The Town of Coupeville received \$150,000 in requests and had only \$50,000 available. Unlike the other areas that allowed businesses to request up to \$10,000, the City of Langley lowered the amount to \$2,000 in order to award more businesses.

COVID-19 Restrictions: With Island County entering Phase 3 on June 19th, the **Harbor** is almost back to normal operations, just asking people to social distance, wear masks and wash their hands. Masks and hand sanitizer are available for boaters. In Phase 3, the **Fairgrounds** is able to have groups of up to 50 people, but none are currently scheduled. Every event on the calendar has been cancelled and deposits were refunded. Other than HOPE using the horse arena on Tuesdays and individual riders here and there, the Fairgrounds is quiet except for the campground. Vibrant Fitness is able to have a few customers come in to train, and Bekah Bee is able to give music lessons to 2-3 at a time. OutCast Productions has cancelled their shows through October. The campground remains busy and revenue has surpassed budget projections.

Port Office Relocations: Most of the furniture, files, etc. has been moved upstairs to Suite 303. The computers, server, copier and the working files will be moved upstairs on Thursday, July 16, with Whidbey Telecom prewiring for internet, network, and new phone system.

STATUS REPORTS:

Fairgrounds

- Fairgrounds Advisory Committee (FAC) Report: Discussed earlier.
- Fairgrounds Director Report: Fairgrounds Director Bryon Midkiff provided his monthly report.

Regarding Langley Creates, Midkiff reiterated that the weekly call seems to be a lot of talking without getting anything done. He has tried to get the group focused on small projects that they CAN do with the money they have remaining. He's been working on organizing, pulling together resources, etc. They've been able to clean up the bus barn area on the school property, and plan to paint it with a color scheme that will match neighboring areas using volunteer resources like the Boy Scouts, etc.

Midkiff is working with a dog group on a Labrador Club event at the end of the month; it should bring in approximately \$2,000 in revenue.

Gordon asked Midkiff what his role will be in the upcoming construction projects (3-phase power and Coffman Building). Midkiff said he has the plans, he has staked out the trenching, and he believes he has a very, very good understanding of what needs to happen. He said, "With no disrespect to anyone else, that's my property and I full expect to own every single bit of it." He has been in charge of many projects in the past – many expensive projects, and there's nothing he sees in this project that he can't facilitate and make happen. He reiterated that he will own it and will get it done.

The Commissioners agreed it would be great to have an in-person workshop so they could look at all the plans for the Fairgrounds Capital Improvements (3-phase power, RV Park, Coffman Building, etc.) and discuss how to get going on those projects. Ng suggested they would be able to adequately social distance in the Banquet Room of China City.

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. Kisch picked up the 3 aluminum plates to be placed under the gangway on D Dock at **South Whidbey Harbor**. Sound Slope & Shoreline planned to install them today, but owner Todd Graves is injured. The plates will be stored at the Fairgrounds until Graves can reschedule the work. Washington State Ferries will utilize the outside float of Clinton Dock so they can tie up a pontoon boat.

South Whidbey Harbor

Harbormaster Operations & Harbormaster Report: Harbormaster Patrick Boin was working at the Harbor and unable to attend the meeting. He previously submitted his monthly report. As Reeves reported earlier, moving into Phase 3 has helped the Harbor with significant increases in vessel traffic and reservations. Recreational crabbing reservations on D & E docks are full for the season.

ACTIVITIES/INVOLVEMENT REPORTS

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

EDC: Congressman Rick Larsen was the guest speaker at the annual meeting (held online), mostly regarding Covid-19 funding.

P&M: No meeting held.

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

COG: Most of the discussion was regarding CARES Act funding, including data from Oak Harbor's grant program. Rather than a set agenda, the meeting was more of an "open house."

IRTPO: Both June and July meetings were cancelled. The Island Local Integrating Organization's Executive Committee will meet on July 22.

CCC: Gordon attended two meetings. The CCC is taking a very active role in the gateway designation and project issue. The CCC will meet with the County's consultants tomorrow and make some last minute recommendations for changes to include in the economic element for Island County's Comprehensive Plan.

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

Langley: Many attendees spoke during the Public Comment regarding the Black Lives Matter movement. It was very informative, and the 10-11 individuals speaking were very enthusiastic about a resolution.

MRC: The regular meeting was held July 7th and included new members who recently joined. At the recent Forage Fish Monitoring training class, they had more people volunteering than they could accommodate. MRC's outreach efforts continue to be very successful, especially with young people.

WPPA: No meeting held.

Joint Parks Committee: No meeting held.

OLD BUSINESS: Gordon asked Reeves to touch base with the individuals in Mukilteo regarding their mid-term plan to build their proposed parking garage. If so, the Port needs information on the Port's costs in order to apply for grants.

NEW BUSINESS:

ADJOURNMENT: Without any further action, the Meeting was adjourned at 4:27 p.m.

Approved:



Commissioner Ed Halloran, Langley

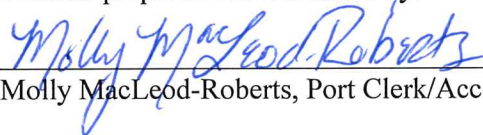


Commissioner Curt Gordon, Clinton



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 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