

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

Held via Zoom Meeting Service
Tuesday, March 9, 2021 at 3:45 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/89929000170?pwd=WmJzUVlQOStwOUh5dEUvRnJaN3d3QT09>

Meeting ID: 899 2900 0170

Passcode: 378282

One tap mobile

+12532158782,,89929000170#,,,,*378282# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 899 2900 0170

Passcode: 378282

Find your local number: <https://us02web.zoom.us/u/kdHMUo73qx>

WORKSHOP (3:30 – 3:45 PM): Commission review of vouchers and recent correspondence

REGULAR MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE

COMMISSIONER ACTIONS

Consent Agenda: Approval of March Vouchers in the amount of **\$57,099.36** and Minutes from the Regular Meeting of February 9, 2021 and Special Meeting of February 18, 2021.

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 January 2021 Financial Statement
Coffman Kitchen/USDA Rural Business Development Grant
Clinton Dock/Surface Transportation Block Grant – WSDOT

STATUS REPORTS

Fairgrounds

- Fairgrounds Director Report

Port Operations

- Maintenance & Operations Supervisor Report

South Whidbey Harbor

- Harbormaster Report
- Boatyard Inn – Parking easement

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

Ng: Council of Governments (COG), Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port-wide Marketing & Promotion Committee (M&P)

Halloran: Marine Resources Committee (MRC), City of Langley Council Meetings and Joint Parks Committee

OLD BUSINESS – Review of Emergency Declarations

Resolution No. 20-01 Declaration of Local Emergency and Delegation of Authority – COVID-19

NEW BUSINESS

Resolution No. 21-03 USDA Rural Business Development Grant Applicant Resolution/Authorization

ADJOURNMENT

PORT DISTRICT OF SOUTH WHIDBEY ISLAND

Minutes of the Regular Meeting

March 9, 2021

Held via Zoom Meeting Service

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

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

MEETING CALL TO ORDER: Following a Workshop from 3:30 p.m. to 3:45 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, March 9, 2021, via Zoom Meeting Service. Commissioner Curt Gordon (President) called the Regular Meeting to order at 3:45 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 9 and the Special Meeting of February 18, 2021.

ACTION: A Motion was made by Commissioner Jack Ng and seconded by Commissioner Ed Halloran to approve the Consent Agenda as presented, including the authorization and acceptance of Vouchers dated March 2021 as signed today in the amount of \$57,009.36. The Motion passed unanimously.

PUBLIC COMMENT

Sharon Sappington (Executive Director, Economic Development Council) introduced **Kristina Hines** (Business Advisor, Washington Small Business Development Center). Hines explained that the WA SBDC provides free, confidential business counseling to small businesses located in Island County. Gordon said it would be great to hear more about the businesses that are being helped (while maintaining confidentiality). Hines believes they can provide that feedback.

Ng noticed that **Island County Commissioner Melanie Bacon** was attending the meeting and welcomed her. Bacon said she enjoys hearing about the great work the Port is doing and is looking forward to learning more.

EXECUTIVE DIRECTOR REPORT:

Financial Update and January 2021 Financial Statement: The Commission acknowledged receipt of the January 2021 Financial Statement which was distributed to them previously. Executive Director Stan Reeves reported the Port received \$25,000 in operating, tax, and capital revenue and incurred \$164,000 in operating and capital expenses during January 2021. Ending cash balance at 1/31/21 was \$1,322,000 consisting of \$693,000 in the Bond Fund and \$629,000 in the General Fund. So far this year, the **South Whidbey Harbor** is doing quite a bit better than expected, in part due to a commercial customer mooring a barge on the outer docks. Conversely, the **Fairgrounds** is off to an even slower start than anticipated due to the Port imposing limitations on camping. The biggest hit to revenues is at the **Humphrey Road Parking Lot** which has really just been flat this year. That situation won't really improve until people head back to work in Everett/Seattle

in droves. Gordon said he was very pleased that in January the Harbor had almost as much revenue as expenses. That's very unusual for January.

Coffman Kitchen/United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG): The last item on the meeting agenda is a resolution authorizing Reeves to sign grant documents for the USDA grant to apply for up to \$50,000 for a new ventilation hood as part of the Coffman Kitchen Renovation Project. It is the same grant that the Port applied for and was awarded in 2018. The Port wasn't able to spend that money in the required two-year time period and now must reapply. The USDA added some requirements to the process since then, and the resolution is one of them. The application is due at the end of March. The grant would help pay for a Type 2 ventilation hood in the kitchen. The cost for the hood, the fire suppression system, the exhaust fans, the required duct work and the installation is \$50,000, so he is asking for the full amount. Gordon asked what the match requirement is for the Port. Reeves explained that it is not necessarily match-dependent as long as it fits their scope (equipment that will help rural agricultural business development).

Clinton Dock/Surface Transportation Block Grant (STBG) – Washington State Department of Transportation (WSDOT): Reeves reported a bit of stumbling block after WSDOT reviewed the obligation packet and noted that Port had not identified federal funding for the construction phase of the project. It's true that it was not included in the funding package because the guidance from Island Regional Transportation Planning Organization (IRTPO) was that it can't be included yet because it hasn't been programmed into the Statewide Transportation Improvement Program (STIP) since the money won't be available for four years. The WSDOT reviewer indicated that if the Port doesn't have the federal money identified, it appears that the Port isn't ready to do a project. Reeves spoke with Island County Transportation Planner Susan Driver. She is pretty confused by WSDOT's response since Island County has two projects going on right now whose obligation paperwork looks identical to ours in not identifying future construction funding because construction won't happen for another 4-5 years. Those projects were approved without an issue. Driver and Reeves emailed WSDOT and are waiting for a reply. If it becomes a problem at the WSDOT level, Plan B is for Reeves to go back to the IRTPO and ask for them to "massage" their project funding among the various projects so the Port can have some federal money in 2023, and then put that into the obligation packet.

Coffman Kitchen (continued): The Port is still trying to finalize the plan/design for the kitchen and running into the same obstacle: not enough money. The biggest cost right now is renovating the restrooms to bring them up to ADA compliance. Reeves reached out to the County and the City of Langley to see what we can do to minimize costs. The Port might have to renovate one of the two restrooms and make it a "Family/ADA" bathroom.

Gordon suggested the Port might be able to work with the County to restructure the funding from the Rural County Economic Development Funds grant. Goosefoot is very eager to get the commercial kitchen going and willing to help in any way they can to get small businesses in there.

STATUS REPORTS:

Fairgrounds

Fairgrounds Director Report: Reeves provided the monthly report on behalf of Fairgrounds Director Bryon Midkiff. Staff is in the process of replacing the fluorescent tube lighting in the wing of the Burrier Building with LED lighting. The ramp on the back of that building has been repaired, as well as the gate at the ticket booth that was damaged during the wind storm. The water-damaged entry door at the Fairgrounds office (a previously used interior door) will be replaced with a new fiberglass exterior door. One new tenant will start using the commercial kitchen this month, with two additional businesses expressing interest. Vibrant Fitness has resumed in-person classes with a 6-person maximum. Bekah Bee Music is still conducting business offsite. HOPE Therapeutic Riding Program plans to be back soon with a 6-person limit and hopes to resume events sometime in April. Midkiff is working with 4-H for their Spring Show (tentatively scheduled for May 22-23).

Now that we are in Phase 2, Whidbey Western Games Association (WWGA) has inquired about having a horse show. It's possible within the Phase 2 constrictions, but it will take a lot of coordination as the State's restrictions put a lot of requirements on the Port as the owners of the venue. The Port will have to sit down with WWGA and figure out all the details. No definitive word yet as to if/when the Whidbey Island Fair will happen. Not sure if 4-H groups will be doing any fairs. The Fair Association did say it would not be a problem if the Coffman kitchen was being renovated during the Fair – they would make it work because they support the renovation fully. Reeves said he will contact the Fair Association.

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 Whidbey Island Fairgrounds & Events Center. A large hole behind the well house at the **Bush Pt** residence caused a collapse and the domestic water supply has been compromised. Gordon recalled that the Port has the right to a water share with the Bush Point Resort Water System, and Kisch said that was his understanding. He will contact that owner to confirm. Gordon noted that the Island County Health Department will have a letter on file that specifies which parcels and how many hookups are in that water system.

Clinton Beach has been inundated with driftwood and logs that have severely impacted beach access. The Port is in the process of renewing its blanket maintenance permit, and the Washington Department of Fish & Wildlife does not want the Port to use a chainsaw to reduce the size of the logs on the beach. Kisch, Harbormaster Patrick Boin and Assistant Harbormaster Nick Halstead were able to make a significant repair to M Dock at the **Harbor** after it was damaged when a deadhead pushed up into it on a low tide. The first float was installed on Friday at **Possession** during the high tide. Some of the floats at **Bush Pt** have been repaired; they will be launched for the season during the first week of April.

Gordon suggested there might be a way to get a permit to move the logs out of the way at **Clinton Beach** so the Port can install the universal accessibility beach mats for the season. He asked Reeves to look into it. Reeves noted that WDFW indicated that all driftwood "belongs" to the Washington State Department of Natural Resources (DNR), so maybe the Port can get a permit from DNR to remove it.

South Whidbey Harbor

- Harbormaster Report: Reeves provided the monthly report on behalf of Harbormaster Patrick Boin. The commercial crabbers left the Harbor when the season closed at the end of February, and the barge used by Quilceda Excavation also departed then. Repairs are finished on the M7 slip; next task is replacing the base plate at the bottom of the gangway on D Dock. Security cameras have been installed at the Harbor that provide Staff with the ability to see what's happening on D and E Docks, the inner harbor and the parking lot. Still working on the details of adding the security gate. Based on the revenues so far this year and what happened last summer once restrictions were lifted, Reeves thinks it will probably be a very big year revenue-wise at the Harbor.

- Boatyard Inn – Parking Easement: **Roger Katz** from the Boatyard Inn was present for the discussion. Reeves reported that he spoke with Brigid Reynolds (Langley Director of Community Planning) as to whether or not the Boatyard Inn could purchase that odd shaped piece of land from the City. If they could, that would alleviate any problems as the easement could be restructured to the benefit of all parties. He hasn't received an update from Reynolds yet and will follow up with her on the issue.

ACTIVITIES/INVOLVEMENT REPORTS

Gordon: Island Regional Transportation Planning Organization (IRTPO) and Clinton Community Council (CCC)

IRTPO: The meeting was cancelled.

CCC: Three new members were introduced. The CCC has succeeded in getting state legislators and some representatives from Washington State Dept of Transportation to sit in on their ZOOM meetings.

Ng: Council of Governments (COG), Economic Development Council (EDC), Washington Public Ports Association (WPPA) and Port Promotion & Marketing Committee (P&M)

COG: Ng didn't get the email with the link until after the meeting started; no report.

WPPA: No report.

P&M: No meeting held.

EDC: Ng attended the recent Membership Committee Meeting, and invited EDC Executive Director **Sharon Sappington** to provide a more detailed report. She noted that the regular EDC meetings will now be held every other month. Membership was one of the EDC's revenue sources, but the Committee has made a decision that it's more important to focus on having more members and not on the money so the EDC can get more engagement with the community. Sappington was invited to speak to the Governor's office regarding phasing as part of a small listening group comprised of people from Whatcom, Skagit, San Juan and Island Counties. The 9 participants included mayors, commissioners and executive directors from ADOs (Associate Development Organizations). Each participant shared their thoughts on current phasing and the next steps for future phasing. All agreed that they did not like the regional phasing approach and preferred the county phasing, and instead of focusing on cases, the focus should be on hospitalizations and the length of hospital stays, etc.

Working Washington 4.0 is the State's newest grant program of \$240 million and will be administered by the Dept of Commerce rather than EDCs/ADOs. A different organization has been hired to manage the website, and the new portal will be launched by the end of the month with a staffed online Help Desk. Sappington described the grants as being in two buckets: one is to help maintain businesses and the other is to help reopen businesses impacted by COVID-19. The guidelines are not finalized yet as to how/what kind of expenses are allowed. The grants are up to \$25K; however, if a business received other Working Washington grants, those would be deducted and the eligible amount would be reduced. Sappington said the Leadership Whidbey program with a cohort of 22 students is going great. The five-month program includes Learning Days; last Friday was Ecological Day and March 26th will be Economic Vitality Day.

Ng added that employers, including 501(c)3 non-profits, can apply for the Employee Retention Credit. It just came out last week and it requires a lot of paperwork and a lot of detail. For 2020, for any employee that made \$10,000, the employer will get a \$5,000 credit back (but will pay taxes on it). For each of the first 2 quarters of 2021, employers can get a \$7,500 credit for each employee. Gordon noted that it is really geared to help restaurants and other service industries where the employees haven't really been able to get back to work.

Halloran: Marine Resources Committee (MRC), City of Langley Council Meetings and Joint Parks Committee

MRC: The main topic was the Needs Assessments Survey. Those are already coming to fruition with one of the projects in the works. There are still a few individual projects in the planning stage. The MRC expects to be fully funded through the Northwest Straits Commission (estimated \$80,000).

Langley: Discussion at the recent Council meeting included amending building codes, permitting, updating ordinances, etc. The Council approved an Ordinance to add the goal of Dismantling Systemic Racism to the City's Comprehensive Plan. Nicholas Hathaway was sworn in as a Langley Police Officer. There was a lengthy discussion regarding Comcast cable system.

Joint Parks Committee: No meeting held.

OLD BUSINESS – Review of Emergency Declaration

Resolution No. 20-01 Declaration of Local Emergency and Delegation of Authority – COVID-19: The Commission agreed no action needed at this time.

NEW BUSINESS:

Resolution No. 21-03 USDA Rural Business Development Grant Applicant Resolution/Authorization for Coffman Kitchen Renovation Project: The resolution authorizing Reeves to act as the Port’s representative/agent for the Port with full authority to bind the Port regarding all matters related to the project. The resolution is part of the formal grant application.

ACTION: A Motion was made by Halloran and seconded by Ng to approve Resolution No. 21-03 as presented. The Motion passed unanimously.

ADJOURNMENT: Without any further action, the Meeting was adjourned at 5:12 p.m.

Approved:

Minutes prepared and submitted by:



Commissioner Curt Gordon, Clinton

Molly MacLeod-Roberts, Port Clerk/Accountant



Commissioner Jack Ng, Freeland



Commissioner Ed Halloran, Langley

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 Curt Gordon, Jack Ng and Ed Halloran approved the foregoing Minutes during the regular meeting of April 1, 2021, which was held online via Zoom Meeting