

**FAIRGROUNDS ADVISORY COMMITTEE**  
Held via Zoom Meeting Service  
Wednesday, October 26, 2022 at 5:30 pm

**AGENDA**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82268153916?pwd=R3lZSWlTN1FrMTJRemRENzInSG1odz09>

Meeting ID: 822 6815 3916

Passcode: 685787

One tap mobile

+12532158782,,82268153916#,,,,\*685787# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 822 6815 3916

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**Meeting Agenda Approval**

**September 21, 2022 Meeting Minutes Approval**

**Port Update**

**Fairgrounds Update**

**General Discussion**

- Other/Roundtable

**Old Business**

**New Business**

- Meeting every other month, rather than every month
- By-Laws

**Action Items**

- Review current list of concerns/action items/top priorities to Commissioners
- Any formal correspondence to Port Commissioners
- Other

**Fairgrounds Advisory Committee**  
**Meeting Minutes – Oct 26, 2022**  
**5:30 pm Remote Zoom meeting**

**In attendance**

Gary Gabelein	South Whidbey Historical Society, Chair
Stan Reeves	Port of South Whidbey
Gwendy Hastings	At-Large
Amanda Ellis	Fairgrounds Director – Port of South Whidbey
Adam Fawcett	Tenants
Darlene Baldwin	City of Langley
Nancy Rowan	Langley Chamber of Commerce

**Not in attendance**

Alex Foode	VWGA
Commissioner Bacon	Island County
Jason Kalk	Fair Association
Jaime Ruddell	4-H Coordinator
Clayton Canfield	At-Large
Sarah Howie	At-Large

**Meeting called to order** at 5:30pm.

**Agenda Approved:** moved to approved by Gwendy, seconded by Darlene. Motion passed by unanimous vote.

**Minutes Approved:**

Minutes from September 21, 2022: moved to approve by Gwendy and seconded by Darlene. Motion passed by unanimous vote.

**Port Update:**

Stan Reeves gave a report on the current projects/status of the ongoing Port projects throughout the Port District. Fairgrounds projects through mid-October, and provided budget execution/graphs/projections through end of October 2022.

**Fairgrounds Update:**

Funding/grant statuses: No new updates; still behind on capital projects. Money not spent this year will not be lost; it will be rolled over into the 2023 budget. Bond fund transfers are being held-off for the time being in order to maximize interest accrual.

Coffman kitchen project:

Goosefoot decided they no longer need a "second" kitchen in the Coffman Building. They will be spending the preponderance of their grant money on kitchen equipment for a kitchen space they own in Bayview. Goosefoot received a grant award that can only be used towards equipment purchases, and not construction, which resulted in changing their plans. The Port will consult with our Architect to discuss options on changing the design (perhaps adding additional walk-in coolers); or, just making necessary improvements to the heating system, electrical system, and water systems without major remodeling.

Restroom project:

Project is advertised. Pre-bid conference scheduled for November 7. Bids due December 2, with contract award soon after and construction to start at the beginning of the new year.

Proposed Fairgrounds Workforce Housing:

County Commissioners agreed to amend the award \$135k in ARPA funds for preliminary engineering and design work to \$150k coming from the General Fund rather than ARPA funds (housing projects for 80-120% AMI are not eligible for ARPA funds). The County will prepare a revised contract and process it for approval sometime within the next few weeks (hopefully). The Langley City Council agreed to have the zoning change added to their work plan for 2023; however, they have not made a determination on whether they will share the administrative cost with the Port for the zoning change.

Fairgrounds Director Amanda Ellis: The Fairgrounds experienced theft from both the Pole Auditorium and Grandpa's Tool Shed; approximately \$1500 loss in tools and equipment; we are working on physical security measures that can be implemented to reduce the risk of theft. Some locks have been replaced, new lighting and security cameras will be installed in certain locations, and vehicle gates to the property will be closed in the evenings. Whidbey Island Grown will be using the Coffman Building as their new "pick-up" location on Fridays. David Stern is a new staff member; part-time Marketing and Events Host. His initial tasks are to update our social media presence. Django Fest indicated that they, historically, do not coordinate any Django activities with the Fairgrounds.

**Old Business:**

Do we need to make a decision on meeting in person once again? Once the Emergency Declaration is rescinded, the FAC should revert back to the By-Laws and Charter. The only emergency power enacted by the Port was to suspend the FAC By-Laws and Charter in order to hold meetings (this alleviated the requirement for quorums, term-limits, etc.). The most recent By-Laws and Charter will be distributed before the October meeting for discussion and possibly restructuring how the FAC conducts business going forward post-pandemic. Jason raised concerns about abandoning the original Charter and By-Laws.

The Plaque is still at the Port Office on the Fairgrounds for anyone to come and view with prior coordination. The Fair Association is looking into coordinating some sort of presentation event.

**New Business:**

Meeting every other month vs. every month. Do we need to modify the By-Laws to amend term limits, quorum requirements, etc. Group will review the latest By-Laws and bring comments back at the next scheduled meeting.

Adam moved that the next meeting be in January, 2023 (either in-person or virtual) and that current members of the FAC receive monthly updates in November and December; seconded by Gwendy; motion passed by unanimous vote.

**Roundtable:**

Gwendy: Does the Port still have the plaque? Yes.

Gary: No comments.

Darlene: The City is short staffed and very busy; hoping to fill vacancies soon. Focus is on preparing the 2023 budget. Building Inspector says there needs to be more oversight on placement of large tents for large scale events; anything over 12'x12' requires inspection. Event permits require a site plan with dimensions of tents.

Nancy: Disappointed that Harvest Fest had to be cancelled; restaurants just did not have the staff to support the event. The Saturday after Thanksgiving is the "Lighting of Langley" event. A parade will also be planned for this year (Dec 3); the Chamber is reaching out to possible participants (possible Fairgrounds participation?). Anyone is welcome to attend Chamber meetings.

Adam: Has concerns about placement of security cameras. Requests that he be replaced on the FAC; its time for another tenant to take over his position.

**Next Meeting:** Scheduled for January 18, 2022 at 5:30 pm (virtual or in-person to be determined)

**Meeting adjourned** at 6:17pm.