

**Regular Meeting of the
San Juan County Economic Development Council
Board of Directors – Approved Minutes**

Wednesday September 16, 2009, 8:30-11:00 @ OPALCO Video Conference Rooms

Attending:

Conference Room: Ralph Hahn, Liz Illg, Jim Hooper, Patty Miller,
Peggy Long, Eliza Buck
Recorder: Bill Watson

Excused: Eric Youngren, Scott Webster, Bruce Gregory, Marilyn O'Connor,
Lia Noreen

Absent: David Jones

Guests:

Agenda,

Meeting Called to Order
Any Additions/Changes to the Agenda??
There were no changes to the agenda.

1. Approval of previous meeting minutes (July)
M/S/P Approve July meeting minutes without modification

2. Review of Financials and Budget Expenditures (July and August)
M/S/P Approve July and August financials.

3. Correspondence -
Bill passed around an invitation to the EDC from the San Juan Island Community Foundation for their “Breakfast of Champions” event on September 25th. Liz indicated that she would be attending.

4. Continued Business – 2010-11 Biennium Budget, staffing and projects
Staffing – Executive Director Proposal: Discussion occurred reviewing the draft Executive Director Job Description generating input to restructure and clarify the job description and parameters.

A.I. Bill – edit the ED Job Description and re-distribute for review and comments to ensure all suggestions/changes were incorporated in the new revision.

M/S/P – Approve the concept of an Executive Director as the lead Staff Position for the EDC (pending final Board approval of the modified job description).

A.I. Bill – draft a recruitment plan for this position and distribute to the Board for their review and comment.

Budget:

Discussion occurred reviewing the draft budget information as sent out by Bill prior to the meeting. It was pointed out that the second version of the EDC Expense budget differed only in the Personnel Expense category to account for the expense increase for the proposed Executive Director position (as compared to the status quo budget that accounted for a Program Coordinator position). Also, it was recommended that the budget request to local municipalities would be increased a bit to account for the increase in personnel expenses.

M/S/P: Submit budget requests to our local municipalities ASAP as the following levels: County – \$20K of .09 funds, Town – \$10K of .09 funds, Port of Friday Harbor – \$8K.

The board agreed that effort needs to be extended to obtain some funding contributions from the Orcas and Lopez Port Districts as well. It was asked, whether the EDC can proceed with the Executive Director position without the incremental budget requests from the local municipalities? Answer: An Executive Director can be funded within the current local funding levels, but would seriously minimize the amount of project funds available. There was then discussion as to whether the proposed funding level for the Executive Director position was sufficient to attract the kinds of candidates as described by the job description. It was generally felt that it was about on target with other ED positions within the community.

A.I. Bill – re-issue the budget worksheet with existing funding level with the Executive Director position and only already committed projects funded. Ensure funding for recruitment is included.

A.I. Bill – issue a list of possible projects that the Board will consider at their October meeting.

M/S/P: Approve the budget at Existing funding level from local municipalities including already committed projects. Patty Abstained.

5. Officer Elections Process

Bill pointed out to the Board that it was time to start the nominating and election process of next year's EDC Board Officers. Bill encouraged each of the Board members to consider their roles within the organization.

A.I. Liz – will lead the nominating subcommittee process to draft a slate of officer candidates for next year.

A.I. Bill – distribute EDC Bylaws electronically for everyone's review of officer descriptions and responsibilities as well as the officer election process.

6. Operational Issues

- **President's Report**
Ralph updated the board on the status of the "Tech Grant" process relative to the backbone layer and video conference application layer. The San Juan Island Community Foundation is still proceeding toward a Community Development Corporation Investment Fund for our community (county wide). Ralph has arranged for a meeting between the Tech Grant team and Senator Kevin Ranker to review our ideas for a tech grant. Liz was invited to also discuss the RTPO.

Ralph also informed the Board about a business contact with a local business interested in a combo Green House and Living Space.

A.I. Bill – send out link to online information.

- **Program Coordinator's Report**
Bill reminded folks that the next Board meeting is on Orcas Island at the Orcas Hotel Parlor Room on October 14th. Also, the agenda includes a proposal from Lopez for a economic development project.

A.I. Bill – invite the Orcas Port Commissioners and manager to the October meeting to discuss ways the Orcas Port and the EDC can work together toward Orcas Island economy (20 minutes).

Bill informed the Board that his plan is that his last day as the EDC Program Coordinator will be December 31, 2009. Bill is flexible with the precise date depending upon the Board's needs.

- **ARC Coordinator's Report**
Eliza informed the Board about the Lopez Village Market building meeting she and Bill attended this month to discuss possible business opportunities to utilize the old Lopez Village Market building. The Lopez Market is building a new building and is planned to move in February, 2010. Eliza also reviewed her and the ARC's efforts relative to the Farm Intern issue that has come up locally. Eliza and the ARC are participating in the review of the proposed changes to the Water and Land Use Elements of the San Juan County Comprehensive Plan. The ARC has submitted suggested changes.

A.I. Eliza – Review suggest changes from the ARC that did not get rolled into the proposed elements and identify ones that she believes the EDC should still advocate for.

7. Continued Business

1. Nominating Subcommittee Report
(**Liz**, Marilyn, Bruce) - N/A

A.I. Ralph – will invite Randy Martin, new Director of the San Juan Center of Skagit Valley College to join the EDC Board, replacing his predecessor, Denise King, who was on the EDC Board.

2. Cell Tower Ordinance Study Committee – Patty
Patty believes the Proposed Land Use Element includes the removal of the Wireless Communication Sub-Area Plan requirements. This is necessary so the county can then implement Cell Tower code requirements simply in the code without changing the Comprehensive Plan.

8. New Topics

1. Scenic ByWay – Liz
Liz thanked the EDC for their support of Liz and Deborah’s participation in the National Scenic Byway Conference. Our Corridor Management Plan Grant funding has now been issued and that process has begun locally to identify and select a contractor to lead our CMP development effort. There is also much discussion occurring at the Washington State level about Transportation, Housing and Urban Development (THUD) funding for this biennium. The state is revising their Recreational and Scenic Byway Plans.
2. CAO Economic Impact Analysis – Ralph
Ralph asked if the Board felt that the EDC should hold a discussion about the potential economic impacts that might result from the Critical Areas Ordinance options presently under discussion. Patty (who participated on the CAO committee) suggested there are three potential areas of impact: Cottage Industry, UGA’s, and Ag. The Ag impacts have been placed on hold until the recommendations from the Ruckelshaus Commission. The consensus was that it would be good to do. Bill reported that there has been no formal request from the County for EDC input as of this date.
3. NOAA Economic Impact Analysis Status – Bill
Liz requested an update. Bill indicated that additional sections have been identified and added to the document. Requests have been made for specific numbers for several of the areas. Bill’s target date for completion is end of next week (Sept 25th).

9. Announcements

1. Next mtg Wednesday, October 14th, Orcas Hotel Parlor Room
9:30-12:00