

San Juan County  
**Economic Development Council**

September 21, 2011 • Windermere Board Room

**FINAL MEETING MINUTES**

**Attending:**

Board members: Jim Hooper, Cathy Cavanagh, Bruce Gregory, Liz Illg, Michelle Loftus, Gary Franklin, Marilyn O'Connor  
 Lance Evans

Excused: Steve Hushebeck • Absent: Ralph Hahn, Peggy Long • Recorder: Victoria Compton

| Topic                | Key Discussion Points and Agreements   | Actions and Next Steps   |
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| Call To Order        | The meeting was called to order at 9:05 a.m. by Jim  |  |
| Approval of Minutes  | July minutes accepted.   |  |
| Budget Discussion    | Amended 2011 budget (based on revised payroll classifications) discussed. Marilyn moved to approve, Gary seconded, all in favor. Marilyn asked for progression statement of various budgets. Lance suggested approaching Port of Orcas; will approach them with Victoria.  | <b>M/S/P:</b> Amended 2011 budget approved.<br><b>AI:</b> Create budget statement showing progression of amendments.<br><b>AI:</b> VC/Lance to approach Port of Orcas. |
| Review of Financials | Tabled to new quarterly financial presentation in October.   |  |
| President's Report   | <ul style="list-style-type: none"> <li>Board/Staff Milestones worksheet now completed.</li> <li>Department of Commerce report and new contract now done. VC noted that the focus in the next biennium is on exports. Liz suggested that tourism might count; Gary suggested IP/other online forms of exporting.</li> <li>Budget requests have been made to TOFH and POFH.</li> </ul>   | <b>AI:</b> VC will ask Commerce if tourism counts as exporting.  |
| Director's Report    | <ul style="list-style-type: none"> <li>Department of Revenue issues now worked out.</li> <li>Worked with a woman who wanted to start a fish sauce business in San Juan County – she's now working with the main Department of Commerce office.</li> <li>Port of Lopez and SJC reports still to come, but all budget requests are now in.</li> <li>Health insurance deductible reimbursement was approved.</li> <li>Boardroom is now painted, but we'll be letting it go to save money.</li> <li>Discussing possible support from Islanders Bank</li> <li>Class schedule is now final, will be posted online this week.</li> <li>Business planning class was last Monday; Reinhold Groepler presentation will be on 10/5 from 9:30-12. On 11/7, our annual Business Financing Seminar will take place. 11/15, Cathy will teach Reading Financial Statements. 3 other marketing classes before end of year.</li> <li>Business support: VC requests that we think about what to do about empty storefronts. Lance noted that same problem exists on Orcas.</li> <li>Kirk Hanson asked for the EDC to write a letter in support of forestry on Waldron.</li> </ul> | <b>AI:</b> VC to ask DOR if we can get info on largest employers in SJC.   |

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|   | <ul style="list-style-type: none"> <li>• Adam LeMieux (Rick Larsen staffer) asked if we could work with him on USDA grants for generators for island businesses.</li> <li>• Business Fair in Seattle is this Saturday.</li> <li>• Working with Washington State Dept. of Early Learning and a local preschool to get funding.</li> <li>• Almanac is done; 25% larger than last time; saved \$4k in designing and printing in-house. Marilyn did the printing. There will be more Census data soon. VC to ask DOR if we can get info on largest employers in SJC.</li> </ul>   |   |
| Broadband Report                              | <ul style="list-style-type: none"> <li>• Survey &amp; PR work have begun.</li> <li>• OPALCO has begun work on technical analysis.</li> <li>• VC working on messaging.</li> <li>• Council members and OPALCO + industry rep met to discuss wireless ordinance.</li> </ul>  |   |
| Transportation Report                         | <ul style="list-style-type: none"> <li>• Scenic Byway awarded 2009 and 2011 funding. Complicated award process, and funding may not get obligated, though the money is there.</li> <li>• 2011 Scenic Byway award tests incentives/alternative transportation for people to leave their cars on the mainland. Two years to complete. = liveability initiative.</li> <li>• CNTF/Transportation stakeholder meeting will be Oct. 20<sup>th</sup> from 11:30-1:30 in Health &amp; Human Services Room. Shannon Wilbur will be there.</li> <li>• Michelle: Scenic Byway encourages control of development; property owners need to be aware of that.</li> <li>• Liz: Defers to local authority for development; controls billboards only and Scenic Byway has no regulatory authority.</li> <li>• Liz showed Scenic Byway logos/wayfinding signs.</li> </ul> |   |
| Partnering to Improve the Customer Experience | <ul style="list-style-type: none"> <li>• Jim: was in abeyance for July/August; next meeting 9/28.</li> <li>• Draft copy of Island Friendly Promise is done.</li> <li>• Jim is now collaborating on Business Improvement District (BID)</li> <li>• A BID is a legal mechanism to create a tax district; businesses can spend the funds on district improvement.</li> <li>• Marilyn: suggests that BID people tour Eastsound for inspiration.</li> <li>• Jim: Funding would come from a fee assessed on businesses.</li> <li>• VC: \$ could come from sales taxes as well.</li> <li>• Cathy: Can't access some funding without a BID.</li> </ul>  |   |
| New Topics/ Correspondence                    | <ul style="list-style-type: none"> <li>• Lance: asks that we put a face behind shop local as we head into holiday season. Would be great to do a county-wide look at the issue with statistics. Liz and Cathy noted that Derek Long from Sustainable Connections would be a great resource for this. Consider Shop Local as part of 2012 priorities.</li> <li>• Hovee Report Update: Howie Rosenfeld requested that we contribute funds to the Hovee Report update. VC: last report was flawed, but it was the only one we have and to give money would show our solidarity, VC recommended \$500 contribution.</li> <li>• Liz moved that the EDC allocate \$500 from unbudgeted surplus to contribute to the Hovee Study, Marilyn seconded. All in favor.</li> <li>• Gary moved to amend the motion to include the stipulation that</li> </ul>         | <p><b>M/S/P:</b> EDC will fund the Hovee study in the amount of \$500 and will require a draft copy before publication.</p> |

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|                            | <p>the EDC receive a draft before publication, in order to offer input. Liz seconded. All in favor.</p> <ul style="list-style-type: none"> <li>• LSJI: Jim and Liz are coordinators. Jim requests \$625 from EDC for 2012 scholarship; defers to Cathy to propose the request. Gary moves that we give \$625 for scholarship; Marilyn seconds. All in favor, with Liz and Jim recusing themselves. Marilyn suggested that we invite chamber member participation. Bruce asked if the program has helped; Liz said that there have been significant changes in the political realm in the past 3 years, more communication between islands, more people running for office, more women in leadership positions.</li> </ul> |  |
| Announcements              | <ul style="list-style-type: none"> <li>• Next meeting – October 19, 9-10:30, Windermere board room.</li> </ul>  |  |
| Meeting adjourned<br>10:45 |   |  |