

**FAIRGROUNDS ADVISORY COMMITTEE**

Held at Burrier Building, Fairgrounds, 819 Camano Ave, Langley WA

Friday May 25, 2018 at 1:00 p.m.

**AGENDA**

**Meeting Agenda Approval**

**April 27, 2018 Meeting Minutes Approval**

**Old Business**

**New Business**

**Port Update**

**General Discussion**

- Other/Roundtable

**Action Items**

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

## FAIRGROUNDS ADVISORY COMMITTEE MEETING MINUTES

May 25, 2018, 1:00pm. @ Burrier Building, 819 Camano Ave, Langley, WA

Present	Organization
Gwendy Hastings	Member at Large
Dominque Emerson	City of Langley [Vice Chair}
Sharon Edwards	WWGA
Kristi Woodward	WWGA
Inge Morascini	Langley, Chamber of Commerce
Cathi Mann-Fisher	WSU Extension/Island County 4-H [Recording Secretary]
Virginia Keck	Whidbey Island Fair Association
Jon Beck	Member at Large
Rick Hannold	Island County Commissioner
Angi Mozer	Port of South Whidbey
Larry Lehtonen	Fairgrounds Director

Meeting Called to Order @ 1:02 pm

**Agenda** - Motion made to accept the agenda with the addition of report from Larry Lehtonen by Virginia Keck, 2nd by Domonique Emerson. Motion passed.

**Minutes** - Motion made to accept the minutes as written by Rick Hannold, second by Inga Morascini. Domonique Emerson made a motion to add a new permanent item of a Fairgrounds update after the Port update. Virginia Keck 2<sup>nd</sup> the motion. The motion passed.

### Old Business

Discussion on the possibility of having wifi year-round at the fairgrounds was raised at the last FAC meeting by Jon Beck. Larry Lehtonen is currently working with Whidbey Telecom on this request.

Larry addressed the concerns on the horse stalls.

Angi Mozer and Domonique Emerson spoke about a due date for potential budget items. Angi said that potential budget items should be to the Port by August.

Larry is aware of the issues with the sawdust and shavings.

### New Business

**Port of South Whidbey – Angi Mozer** – Discussion on the Port’s Fairgrounds Funding Approach. The committee is concern about having a brewery in the same building as the 4-H. The issue of the brewery is not set, but still fluid. Discussion of which projects should be done first.

Job descriptions or other privileged communication from the Port cannot be forwarded to 3<sup>rd</sup> parties.

**Fairgrounds Update – Larry Lehtonen** – The Horse groups (4-H and WWGA) use the fairgrounds more than any other group. Focusing on the horse arena, Mitchell Moreley from Krieg Construction will be

proposing improvements to the horse arena. The arena will not be available for one to two weeks while work is ongoing. In improving the horse arena will create a safer environment for riders.

The goal is to work on improving the facility for long-term and not just a quick fix for fair. Working on cleaning up, bringing people for deep cleaning the stalls and other areas.

### **Roundtable**

**Dominique Emerson - City of Langley** - No report.

Jon Beck recommended that the Port pursue co-locates to improve cell phone reception on the Fairgrounds. Cell towers can be incorporated into outdoor lighting.

**Inge Morascini - Langley Chamber of Commerce** – Inge is working with the County Tourist Board to bring in events by corporations for their employees and workshops. Working on an inventory book for the whole island with information on facilities like the amount of space and what amenities are available.

Woodinville worked very hard to show the facilities in and around Woodinville in the best light for large scale events. Looking into doing a similar event for Langley and working on a contact list of parties who would be interested in having an event in Langley.

**Cathi Mann-Fisher – WSU Extension/Island County 4-H** – Express concern over the Fair adding Open Class bulls to the 2018 Fair for the first time and the safety of the 4-H youth, adult volunteers and the public in the Beef/Dairy. Cathi mention the Fair managers back up plan of place any bulls in the Alpaca Barn and wondered if the Alpaca Barn would sturdy enough to contain a 1000 pound plus animal?

The Four Seasons Farms held an educational event called Goat University at the fairground on Saturday, March 17, 2018. Over 120 people attended the Goat U and of that number 80 of the attendees were from off the island. Most of the people were also not affiliated with 4-H. The Four Seasons will be hosting another Goat U in April 2019, more details to come.

The Whidbey Wranglers, a 4-H horse club located on the south end is currently working on two service projects involving the fairgrounds. They are sanding and painting benches for the fairgrounds and building a small library for the campgrounds.

**Virginia Keck – Whidbey Island Fair Association** – During weekend events the Port needs to have someone there in case of emergency.

Larry Lehtonen – The Port is working on updating the phone system to forward any afterhours calls to the employee on duty. Also, the Port does now have staff on the grounds 7 days a week.

Jon Beck – Also raised the same issue.

**Sharon Edwards & Kristi Woodward – WWGA** – No Report

**Gwendy Hasting -Member at Large** – Expressed concern when executed a search for the job description for the event coordinator on Google, she was directed to the Port's old website. The old website needs to redirect to the new website. Gwendy feels tax dollars should not be used on a \$170,000 brewery incubator.

**Jon Beck – Member at Large** – Request to move the grand stands on the eastside to replace the old ones on the westside of the Horse Arena. Eastside are better build and safer, there has been an issue in the past of small children slipping through the bleachers and fallen to the ground. Virginia Keck pointed out that removing part of the grandstands would make it possible to create a double lane fire lane. The area between the grand stands (on the eastside) and the Swine/Cat & Antique Barn is narrow and creates a choke point with bring in trucks and trailers.

Jon raised the issue of the fees that 4-H is being charge for use of the property, especially the haul in fee that only the horses are being charged. Where are the funds from these fees going? Jon Beck has donated his time and use of his equipment to work on the arena and others like Cliff Haglund from WWGA have spent hours working on the arena.

Jon asked the question if groups who are doing volunteer work on the fairgrounds like moving the sand into the stall, would the Port re-evaluate the fee schedule and possibly give these groups a price break on the fees? Have the volunteers do the work would free up the grounds crew to work on other projects and would save the Port money.

**Rick Hannold – Island County Commissioner – No Report**

**New items – Action items.**

Brewery vs 4-H

Fee schedule

Cell Tower.

**Motion made by Jon Beck to adjourned the meeting, 2<sup>nd</sup> by Inge Morascini. Motion passed.**

**Meeting adjourned @ 3:00p.m.**

**Minutes respectfully submitted to the FAC by Cathi Mann-Fisher, FAC Recording secretary.**

**Next meeting June 29, 2018, 3:00pm @ the Burier Building, Fairgrounds.**



The purpose of this report is to inform the Fairgrounds Advisory Committee of the information reported to the Port Commissioners in advance of the May 8, 2018 Port Commissioners' Regular Meeting, in regard to the Fairgrounds.

#### Fairgrounds Projects Funding Update

The Commissioners asked for a scenario in which RCEDF funds are not included in order to plan appropriately should the Port application not be successful. I have included 3 scenarios. The first scenario includes RCEDF funding and is very similar to the funding scenario I provided leading up to the bonds issuance; the difference is that I have applied for two additional grant funding mechanisms since the last time I provided this scenario—changes are highlighted in yellow. I applied for funds from the USDA Rural Business Development Program for \$30,000 to cover the cost of commercial hoods in the Coffman kitchen (an expense that neither the Port nor Goosefoot were anticipating), and I submitted a grant application to RCO for the campground upgrades. I think we have a pretty good shot at the USDA grant (this is the same program that originally funded the kitchen remodel). I am not as confident about the RCO grant. The competition for this granting mechanism (for Local Parks) is quite steep.

The second scenario assumes that we don't receive RCEDF funds, and the third assumes no grant funds are received over the next 2 years.

I was invited to give a short presentation on the Fairgrounds project to Island County on May 22<sup>nd</sup> in association with our RCEDF grant application.

#### Fairgrounds William Shelton Story Pole

Pat is aiming for Wednesday June 6<sup>th</sup> to bring the Story Pole down. I have asked him for a more detailed project schedule and I will communicate that to you when it is finalized.

#### Fairgrounds Marketing and Events Coordinator

I provided Larry with the draft Fairgrounds Marketing and Events Coordinator job description. It sounds as if he would like to hire someone as described in this document (as opposed to a marketing firm as the Commissioners suggested in passing in the past). I am attaching the Job Description.

PORT OF SOUTH WHIDBEY

SCENARIO 1: PREFERRED FAIRGROUNDS FUNDING APPROACH:

Project	Tax Exempt	Taxable Bond	Port Levy Funds	RCEDE	CERB	RCO	USDA RBDG
	Bond Funds	Funds	(~\$60k/yr)				
Blackbox Exit in Pole		\$ 80,000	\$ 10,000	\$ 137,500			
Tree Removal along West Property border			\$ 8,000	\$ 60,000			
Signage			\$ 8,000	\$ 25,000			
Branding			\$ 20,000	\$ 87,500		\$ 120,000	
Landscaping and Painting			\$ 30,000	\$ 37,500			
Storage Options							
Coffman Kitchen Expansion	\$12,000	\$ 137,500		\$ 137,500			\$30,000
Emergency Exits throughout facility							
Heat in Pole	\$ 60,000			\$ 60,000			
Renovate Pole (incl. dining room)	\$ 25,000			\$ 25,000			
Campgrounds Upgrade incl. bathroom	\$ 57,500			\$ 87,500		\$ 120,000	
Heat in Malone		\$ 37,500		\$ 37,500			
Heat in Burrer Wing		\$ 20,000		\$ 50,000			
Backflow Installation				\$ 200,000			
Resolve stormwater/drainage issues				\$ 41,110			
Goat and Cattle Electrical Upgrades	\$ 15,000			\$ 41,110			
Electricity Upgrade in Pole	\$ 41,110		\$ 30,000				
Pole Kitchen Upgrades							
Begin Horse Barn Replacement Solutions	\$ 50,000						
Port Office Renovations and Work Space	\$ 100,000						
3-Phase Power to the property	\$ 60,000		\$ 15,000	\$ 50,000			
Arena footing replacement							
Brewery [incubator] Space		\$ 175,000			\$ 175,000		
<b>Total</b>	<b>\$ 420,610</b>	<b>\$ 450,000</b>	<b>\$ 121,000</b>	<b>\$ 688,610</b>	<b>\$ 175,000</b>	<b>\$ 120,000</b>	<b>\$ 30,000</b>
<b>Total Bond Funds</b>	<b>\$870,610</b>						

Projects in gray are lower priority  
Updates/changes since Jan. 2018

PORT OF SOUTH WHIDBEY

SCENARIO 2: IF RCEDF IS UNSUCCESSFUL

	Tax Exempt Bond Funds	Taxable Bond Funds	Port Levy Funds (~\$60k/yr)	CERB*	RCO	USDA RBDG	Notes
Blackbox Exit in Pole	\$ 12,000	\$ 80,000					
Emergency Exits throughout facility			\$ 10,000				
Tree Removal along West Property border			\$ 8,000				
Landscaping & painting			\$ 8,000				
Signage				\$ 137,500		\$ 30,000	Would have staff work on
Branding		\$ 137,500		\$ 60,000			
Coffman Kitchen Expansion			\$ 30,000	\$ 25,000			
Build Storage Options	\$ 60,000			\$ 10,000			
Heat in Pole	\$ 25,000			\$ 37,500	\$ 120,000		Would take intermediate steps
Renovate Pole (incl dining room)		\$ 10,000					
Heat in Burrier Wing		\$ 37,500					
Heat in Malone							
Campgrounds Upgrade incl. bathroom	\$ 87,500						
Backflow Installation	\$ 25,000						Would take intermediate steps
Resolve stormwater/drainage issues	\$ 75,000						
Goat and Cattle Electrical Upgrades	\$ 15,000						
Replace horse barns 1,2,3	\$ 50,000						
Electricity Upgrade in Pole	\$ 41,110			\$ 41,110			
<b>Pole Kitchen Upgrades</b>							
Port Office Reno. & Workshop		\$ 50,000	\$ 50,000				
Arena Footing Replacement			15000				
Brewery Incubator Space		\$ 140,000		\$ 140,000			\$70,000 from Committed Partner
3-Phase Power to the property	\$ 75,000			\$ 75,000			
<b>Total</b>	\$ 465,610	\$ 455,000	\$ 121,000	\$ 526,110	\$ 120,000	\$ 30,000	
<b>Total Bond Funds</b>	\$ 920,610						

Projects in Dark gray would be delayed until much later  
 \* Bond funds would be used as a match for CERB Funding

PORT OF SOUTH WHIDBEY

SCENARIO 3: WITH NO GRANT FUNDING IN NEXT 2 YEARS

	Tax Exempt Bond Funds	Taxable Bond Funds	Port Levy Funds (~\$60k/yr)
Blackbox Exit in Pole	\$ 12,000	\$ 80,000	\$ 10,000
Emergency Exits throughout facility			
Tree Removal along West Property border			
Landscaping & painting			
Signage			\$ 8,000
Branding			\$ 8,000
Coffman Kitchen Expansion		\$ 275,000	\$ 30,000
Build Storage Options			
Heat in Pole	\$ 120,000		
Renovate Pole (incl. dining room)	\$ 50,000		\$ 20,000
Heat in Burrier Wing			
Heat in Malone			
Campgrounds Upgrade incl. bathroom	\$ 175,000		
Backflow Installation	\$ 25,000		
Resolve stormwater/drainage issues	\$ 75,000		
Goat and Cattle Electrical Upgrades			\$ 15,000
Replace horse barns 1,2,3	\$ 15,000		
Electricity Upgrade in Pole	\$ 41,110		
Pole Kitchen Upgrades			
Port Office Reno. & Workshop		\$ 50,000	\$ 50,000
Arena Footing Replacement			
Brewery/Incubator Space			
3-Phase Power to the property	\$ 150,000		
<b>Total</b>	<b>\$ 663,110</b>	<b>\$ 405,000</b>	<b>\$ 141,000</b>
<b>Total Bond Funds</b>	<b>\$1,068,110</b>		

Notes

Would reinforce Horse Barn 3 until later reno.

Projects in Dark gray would be delayed until much later