

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

Held at China City Conference Room, 1804 Scott Rd, Freeland, WA
With virtual access via Zoom meeting service
Friday, November 1, 2024 at 2:00 p.m.

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/89714023056>

Meeting ID: 897 1402 3056

One tap mobile

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+12532158782,,89714023056# US (Tacoma)

Dial by your location

+1 253 205 0468 US

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SPECIAL MEETING CALL TO ORDER and PLEDGE OF ALLEGIANCE (2:00 p.m.)

2025 Preliminary Budget

ADJOURNMENT (Approximately 2:30 p.m.)

PORT OF SOUTH WHIDBEY ISLAND
2025 Preliminary Budget

| <u>Line #</u> | 2025 PRELIMINARY Budget |
|--|--|
| OPERATING RECEIPTS | |
| 1 Interest Income | \$ 9,000 |
| 2 Misc Income | \$ 1,000 |
| 3 Property Tax Income | \$ 903,000 |
| 4 Timber, L/H, Comp Tax Income | \$ 1,000 |
| 5 Sub-total - Tax and Interest Revenue | \$ 914,000 |
| 6 Fairgrounds Camping Fees | \$ 80,000 |
| 7 Fairgrounds Dump Fees | \$ 8,000 |
| 8 Fairgrounds Event Rentals | \$ 60,000 |
| 9 Fairgrounds Revenue - Misc | \$ 200 |
| 10 Campgrounds Sales/Lodging Tax | \$ 6,000 |
| 11 Fairgrounds L/H Tax | \$ 3,000 |
| 12 Fairgrounds Tenant Leases | \$ 37,000 |
| 13 Fair Assoc Lease | \$ 1,200 |
| 14 Sub-total - Fairgrounds Revenue | \$ 195,400 |
| 15 Daily Parking Fees - Humphrey Rd | \$ 26,000 |
| 16 Permit Fees - Humphrey Rd | \$ 22,000 |
| 17 Sales Tax - Humphrey Rd | \$ 4,500 |
| 18 Sub-total - Humphrey Road Revenue | \$ 52,500 |
| 19 Donations - Poss Park | \$ 200 |
| 20 Electricity Reimb - Poss Park | \$ 500 |
| 21 Parking Fees - Poss Park | \$ 100 |
| 22 Rental of residence - Poss Park | \$ 7,000 |
| 23 Sales Tax - Poss Park Parking | \$ 10 |
| 24 Sub-total - Possession Park Revenue | \$ 7,810 |
| 25 Annual Moorage | \$ 16,000 |
| 26 Commercial Moorage | \$ 3,000 |
| 27 Dinghy | \$ 770 |
| 28 Dock Sales - Ice | \$ 1,000 |
| 29 Donations | \$ 200 |
| 30 Harbor Revenue - Misc. | \$ 100 |
| 31 L/H Tax Revenue | \$ 7,500 |
| 32 Live Aboard Fee | \$ 500 |
| 33 Monthly Moorage | \$ 40,000 |
| 34 Showers | \$ 1,500 |
| 35 SWH Uplands Lease | \$ 1,400 |
| 36 Transient Day Use | \$ 14,300 |
| 37 Transient Overnight | \$ 160,000 |
| 38 Sub-total - South Whidbey Harbor Revenue | \$ 246,270 |
| 39 Total Recurring/Operating Revenue | \$ 1,415,980 |

PORT OF SOUTH WHIDBEY ISLAND
2025 Preliminary Budget

**2025
PRELIMINARY
Budget**

Line #

OPERATING DISBURSEMENTS

Administration:

| | | |
|----|-----------------------------------|-------------------|
| 40 | Admin/Accounting Wages | \$ 39,800 |
| 41 | Administrative Payroll Taxes | \$ 22,000 |
| 42 | Commissioners Salaries | \$ 12,960 |
| 43 | Compensation Reserve | \$ 22,000 |
| 44 | Consultant Services | \$ 20,000 |
| 45 | County Service Fees | \$ 100 |
| 46 | Dues & Memberships | \$ 3,000 |
| 47 | Election Costs | \$ 11,000 |
| 48 | Employee Fringe Benefits | \$ 27,000 |
| 49 | Employee IRA Matching | \$ 7,000 |
| 50 | Executive Director Salary | \$ 93,000 |
| 51 | FMLA Payroll Expense | \$ 4,000 |
| 52 | Insurance (Port-wide) | \$ 115,000 |
| 53 | Labor & Industries Taxes | \$ 22,000 |
| 54 | Legal Fees | \$ 4,000 |
| 55 | Legal Notices/Classified Ads | \$ 500 |
| 56 | Maint & Ops Supervisor Wages | \$ 65,800 |
| 57 | Maintenance Tech Wages | \$ 50,000 |
| 58 | Marketing - General | \$ 4,000 |
| 59 | Meetings & Education, incl WPPA | \$ 5,000 |
| 60 | Merchant Fees | \$ 7,000 |
| 61 | Misc Expenses & Taxes | \$ 2,000 |
| 62 | Off Equip Lease, Purchase, Repair | \$ 4,000 |
| 63 | Office & Facilities Supplies | \$ 3,000 |
| 64 | Office Telecommunications | \$ 7,600 |
| 65 | Payroll Taxes - Commissioners | \$ 2,000 |
| 66 | Per diem - Commissioners | \$ 16,800 |
| 67 | Port Clerk/Accountant Wages | \$ 70,000 |
| 68 | Port Office Rental | \$ 30,000 |
| 69 | Port Vehicles' Expense | \$ 4,000 |
| 70 | Promotional Hosting | \$ 500 |
| 71 | Publications & Subscriptions | \$ 200 |
| 72 | Tourism Devel Grants/Subsidies | \$ - |
| 73 | Travel exp.- Commissioners | \$ 4,500 |
| 74 | Travel Expense - Staff | \$ 3,500 |
| 75 | Web Design & Maintenance | \$ 500 |
| 76 | Sub-total Administration | \$ 683,760 |

Bush Point Facilities

| | | |
|----|--------------------------------|------------------|
| 77 | Dock & Ramp - Bush Pt | \$ 1,000 |
| 78 | Electricity - Bush Pt | \$ 1,500 |
| 79 | Equipment (Purch/Rent/Repair) | \$ 2,000 |
| 80 | Maintenance & Repair - Bush Pt | \$ 1,000 |
| 81 | Materials & Supplies - Bush Pt | \$ 1,000 |
| 82 | Minor Improvements - Bush Pt | \$ 3,000 |
| 83 | Refuse Removal - Bush Pt | \$ 700 |
| 84 | Internet - Bush Pt | \$ 500 |
| 85 | Water System - Bush Pt | \$ 1,000 |
| 86 | Sub-total Bush Point | \$ 11,700 |

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2025 Preliminary Budget

**2025
PRELIMINARY
Budget**

Line #

Clinton Facilities:

| | | |
|----|--------------------------------|------------------|
| 87 | Dock (Maint/Repairs) - Clinton | \$ 1,000 |
| 88 | Electricity - Clinton Beach | \$ 900 |
| 89 | Maint & Repair - Clinton Beach | \$ 2,000 |
| 90 | Materials & Supplies - Clinton | \$ 1,000 |
| 91 | Minor Improvements - Clinton | \$ 5,000 |
| 92 | Refuse Removal - Clinton Beach | \$ 1,600 |
| 93 | Water System - Clinton Beach | \$ 400 |
| 94 | Sub-total Clinton | \$ 11,900 |

Fairgrounds

| | | |
|-----|-------------------------------------|-------------------|
| 95 | Electricity - Fairgrounds | \$ 21,000 |
| 96 | Employee benefits - Fairgrounds | \$ 7,200 |
| 97 | Equip (Purchase/Rent/Repair) | \$ 7,000 |
| 98 | Fairgrounds Misc | \$ 2,000 |
| 99 | FG Director Salary | \$ 62,500 |
| 100 | FG Mktg & Events Coord Wages | \$ 25,200 |
| 101 | Maint & Repair - Fairgrounds | \$ 8,000 |
| 102 | Maint/Campground Host Wages | \$ 10,400 |
| 103 | Maint Laborer Wages - Part Time | \$ 20,800 |
| 104 | Maintenance Wages - Temp | \$ 2,500 |
| 105 | Marketing/Advertising - Fairgrounds | \$ 6,000 |
| 106 | Materials & Supplies - Fairgrounds | \$ 13,000 |
| 107 | Minor Improvements - Fairgrounds | \$ 5,000 |
| 108 | Payroll Taxes - Fairgrounds | \$ 8,000 |
| 109 | Propane - Fairgrounds | \$ 4,000 |
| 110 | Refuse Removal - Fairgrounds | \$ 4,000 |
| 111 | Taxes - Fairgrounds | \$ 6,000 |
| 112 | Telephone & DSL - Fairgrounds | \$ 9,000 |
| 113 | Vehicle Maintenance - Fairgrounds | \$ 2,000 |
| 114 | Water & Sewer - Fairgrounds | \$ 18,000 |
| 115 | Sub-total Fairgrounds | \$ 241,600 |

Humphrey Parking Lot:

| | | |
|-----|-------------------------------|------------------|
| 116 | Attendant Wages | \$ 6,240 |
| 117 | General Maintenance | \$ 500 |
| 118 | Improvements | \$ 1,000 |
| 119 | Materials & Supplies | \$ 700 |
| 120 | Payroll Taxes - Humphrey | \$ 470 |
| 121 | Taxes | \$ 3,500 |
| 122 | Sub-total Humphrey Lot | \$ 12,410 |

Possession Pt. Park:

| | | |
|-----|-----------------------------------|------------------|
| 123 | Dock & Ramp | \$ - |
| 124 | Electricity | \$ 3,000 |
| 125 | Equip (Purchase/Rent/Repair) | \$ 2,500 |
| 126 | Maintenance & Repair | \$ 4,000 |
| 127 | Maintenance Wages | \$ 9,000 |
| 128 | Materials & Supplies | \$ 2,500 |
| 129 | Minor Improvements | \$ 6,000 |
| 130 | Payroll Taxes | \$ 750 |
| 131 | Refuse Removal | \$ 2,000 |
| 132 | Taxes | \$ 50 |
| 133 | Telephone | \$ 1,200 |
| 134 | Water System Maintenance | \$ 1,500 |
| 135 | Sub-total Possession Point | \$ 32,500 |

PORT OF SOUTH WHIDBEY ISLAND
2025 Preliminary Budget

| <u>Line #</u> | 2025 PRELIMINARY Budget |
|---|--|
| South Whidbey Harbor | |
| 136 Advertising/Promotion | \$ 2,500 |
| 137 Asst Harbormaster Wages | \$ 43,700 |
| 138 DNR Tidelands Lease | \$ 12,000 |
| 139 Dockhand - Part time | \$ 20,800 |
| 140 Electricity | \$ 12,000 |
| 141 Employee Benefits | \$ 14,400 |
| 142 Equip (Purchase/Rent/Repair) | \$ 3,000 |
| 143 Golf Cart & Boat - Maint/Ops | \$ 800 |
| 144 Harbormaster Salary | \$ 57,400 |
| 145 Ice Purchases | \$ 600 |
| 146 Maint & Repair - SWH | \$ 5,000 |
| 147 Maintenance Contracts | \$ - |
| 148 Materials & Supplies | \$ 9,000 |
| 149 Minor Improvements | \$ 1,500 |
| 150 Payroll Taxes | \$ 10,900 |
| 151 Pump-Out Barge M&R | \$ 1,000 |
| 152 Refuse Removal | \$ 4,000 |
| 153 Seasonal Wages (dockhands) | \$ 20,000 |
| 154 Special Events | \$ - |
| 155 Taxes | \$ 10,000 |
| 156 Telephone & DSL | \$ 3,000 |
| 157 Water & Sewer | \$ 8,000 |
| 158 Sub-total South Whidbey Harbor | \$ 239,600 |
| 159 Total Operating Disbursements | \$ 1,233,470 |
| 160 Operating Excess / <Deficit> | \$ 182,510 |

PORT OF SOUTH WHIDBEY ISLAND
2025 Preliminary Budget

| <u>Line #</u> | | 2025 PRELIMINARY Budget |
|---------------|--|--|
| | CAPITAL REVENUE | |
| 161 | Clean Vessel Program Grant | \$ 750 |
| 162 | IC Grant 1 - FG Workforce Housing | \$ 130,000 |
| 163 | IC Grant 2 - FG Workforce Housing | \$ - |
| 164 | RCO Possession Boarding Floats | \$ 30,000 |
| 165 | RCEDF Fairgrounds Grant | \$ 150,000 |
| 166 | WSDA Fairgrounds Grant | \$ - |
| 167 | STBG Clinton Dock | \$ 1,000,000 |
| 168 | USDA Fairgrounds Grant | \$ - |
| 169 | 2018A Bond Interest Income | \$ 6,000 |
| 170 | 2018B Bond Interest Income | \$ 6,000 |
| 171 | Total Capital Revenue | \$ 1,322,750 |
| | CAPITAL EXPENDITURES | |
| 172 | Clean Vessel Grant Program | \$ 1,000 |
| 173 | Port Tractor - FG/SWH | \$ 8,000 |
| 174 | RCO Possession Boarding Floats | \$ 40,000 |
| 175 | Capital Facilities Plan | \$ 30,000 |
| 176 | SWH Capital Improvements | \$ 20,000 |
| 177 | Fairgrounds - Capital Improvements | \$ 200,000 |
| 178 | Fairgrounds - Workforce Housing | \$ 130,000 |
| 179 | Clinton Dock - POF | \$ 1,000,000 |
| 180 | 2012 LTGO Bond Fees | \$ 350 |
| 181 | 2012 LTGO Bond Interest | \$ 14,250 |
| 182 | 2012 LTGO Bond Principal | \$ 50,000 |
| 183 | 2016 LTGO Bond Fees | \$ - |
| 184 | 2016 LTGO Bond Interest | \$ 550 |
| 185 | 2016 LTGO Bond Principal | \$ 15,000 |
| 186 | 2018A LTGO Bond Fees | \$ 350 |
| 187 | 2018A LTGO Bond Interest | \$ 15,600 |
| 188 | 2018A LTGO Bond Principal | \$ 5,000 |
| 189 | 2018B LTGO Bond Fees | \$ 350 |
| 190 | 2018B LTGO Bond Interest | \$ 18,770 |
| 191 | 2018B LTGO Bond Principal | \$ 5,000 |
| 192 | Total Capital Expenditures: | \$ 1,554,220 |
| 193 | Capitla Excess / <Deficit> | \$ (231,470) |
| 194 | TOTAL BUDGET EXCESS / <DEFICIT> | \$ (48,960) |

| | General Fund Balance | Bond Fund Balance |
|--|---------------------------------|------------------------------|
| Actual Beginning Cash: January 1, 2024 | \$ 481,037 | \$ 568,200 |
| Estimated Ending Cash: December 31, 2024 | \$ 499,444 | \$ 346,116 |
| Estimated Beginning Cash: January 1, 2025 | \$ 499,444 | \$ 346,116 |
| Estimated Ending Cash: December 31, 2025 | \$ 500,484 | \$ 296,116 |

Note: Total Current Assets shown as Cash Balance

Approved at the November 12, 2024 Regular Meeting