

PORT OF MANCHESTER
MINUTES
November 9, 2020

**In Response to the COVID-19 Pandemic and Governor's Directive,
this meeting was conducted via telephone conference call**

REGULAR MEETING

1.0 Call to Order. Board President Strode called the meeting to order at 6:00 PM. Present were Commissioners Strode, Fallstrom and Ballard. Also present were Attorney Thompson and Contract Administrator O'Connell. Manchester residents Bill Malmquist, Paul Gilligan, and Joe Guariz were also present. All were present via telephone conference arranged by Dennis O'Connell.

2.0 Approvals - Consent Agenda

2.1 Regular meeting minutes for October 12, 2020 teleconference meeting.

2.2 Vouchers numbered 20246 through 20257 in the total sum of \$5,566.30. After discussion, Commissioner Fallstrom moved approval of the consent agenda. Commissioner Ballard seconded the Motion. Passed unanimously.

3.0 Public Comment

Manchester residents Joe Guariz and Paul Gilligan expressed concern regarding the cost of security patrols at the Port. The FY 2021 Budget includes \$16,300 designated for security patrol expense. Following discussion, it was agreed by all that the Board will continue to evaluate the need for patrols and act accordingly.

4.0 Resolution 08-20 - FY 2021 Budget - Contract Administrator O'Connell presented Resolution 08-20, adopting the Port of Manchester FY 2021 Budget. There were no changes to the budget since the public hearing held in October. The following is the budget as presented and included in the resolution:

PORT OF MANCHESTER
BUDGET FOR THE YEAR ENDING DECEMBER 31, 2021

| | | BUDGET 2021 |
|---|-----------|-------------------------|
| BALANCE FORWARD | \$ | 68,409.00 |
| REVENUE | | |
| Daily Launch Fees & Annual Pass Sales | \$ | 18,000.00 |
| Overnight Parking Fees | | 2,000.00 |
| Property Tax Collection | | 121,519.00 |
| Daniels Loop Property Rent | | 3,000.00 |
| Interest Income | | 380.00 |
| Restitution | | |
| Miscellaneous Revenue | | 350.00 |
| Bank Service Fees | | (1,500.00) |
| | <u>\$</u> | 212,158.00 |
| EXPENSE | | |
| Administrative & Operating | | |
| Commissioner Meeting Fees | \$ | 6,200.00 |
| Accounting & Administration | | 5,100.00 |
| Legal Services | | 6,200.00 |
| State Audit Fees | | 1,300.00 |
| Election Fees | | 3,000.00 |
| Insurance | | 13,000.00 |
| Legal Notices | | 400.00 |
| Recording Fees | | 150.00 |
| Washington State Public Ports Association | | 750.00 |
| Chamber of Commerce Membership | | |
| Travel & Meal Expense | | 150.00 |
| VenTek Payment Station - Fees & Supplies | | 2,500.00 |
| Office Supplies | | 200.00 |
| Printing Expense | | 500.00 |
| Website Hosting | | 150.00 |
| Permit Fees | | 500.00 |
| Security Patrol Services | | 16,300.00 |
| Utilities | | 4,750.00 |
| Repairs & Maintenance | \$ | |
| MWD Miscellaneous Repairs & Maintenance | | 4,000.00 |
| Stormwater System Maintenance | | 3,000.00 |
| Flower Baskets and Arrangements | | 500.00 |
| Landscaping | | 4,500.00 |
| Parking Lot Sweeping | | 2,400.00 |
| Restroom Maintenance | | 9,880.00 |
| Cares of Washington | | 1,400.00 |
| Special Events | | |
| 4th of July Preparation & Clean-up | \$ | 1,500.00 |
| Boat Motor & Supplies | | 1,750.00 |
| Special Projects | | |
| Port of Manchester Signage | | 250.00 |
| Daniels Loop Land Use Study | | 1,000.00 |
| Sea Icoat & Striping- Parking Lot | | 2,700.00 |
| Property Taxes/Stormwater Management Fees | \$ | 1,300.00 |
| Debt Service | | |
| Debt Service - Principal | \$ | 30,000.00 |
| Debt Service - Interest | | 22,828.00 |
| Debt Service Fees | | 1,000.00 |
| TOTAL EXPENSE | <u>\$</u> | 149,158.00 |
| RETAINED EARNINGS (ALL FUNDS) | | <u>63,000.00</u> |

Following brief discussion, Commissioner Fallstrom moved the adopt Resolution 08-20 as presented. Commissioner Ballard seconded and **the motion carried unanimously.**

5.0 Miscellaneous

5.1 Financial Report - Contract Administrator O'Connell gave a written and an oral report. For the period ending October 31, 2020, there was a total fund balance of \$109,474.86 including year to date launch fees collected totaling \$19,952.50. O'Connell reminded the Board that a debt service payment of \$36,906.50 will be deducted from the total fund balance in December.

5.2 Commissioner Comments - No further comment was offered.

6.0 Future meeting dates:

6.1 December 14, 2020, 6:00 pm - Regular meeting, Via Teleconference

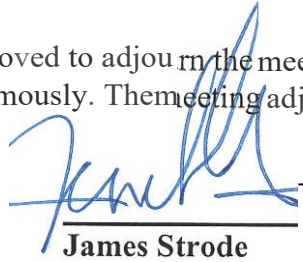
6.2 January 11, 2021, 6:00 pm- Regular/Annual meeting. Via Teleconference

6.3 February 8, 2020, 6:00 pm - Regular meeting, Via Teleconference

No action was required on this Agenda item

7.0 Adjournment - Commissioner Fallstrom moved to adjourn the meeting. Commissioner Ballard seconded the motion. Passed unanimously. The meeting adjourned at 6:25 PM.

Ronald E. Thompson
Attorney/Auditor



James Strode
President